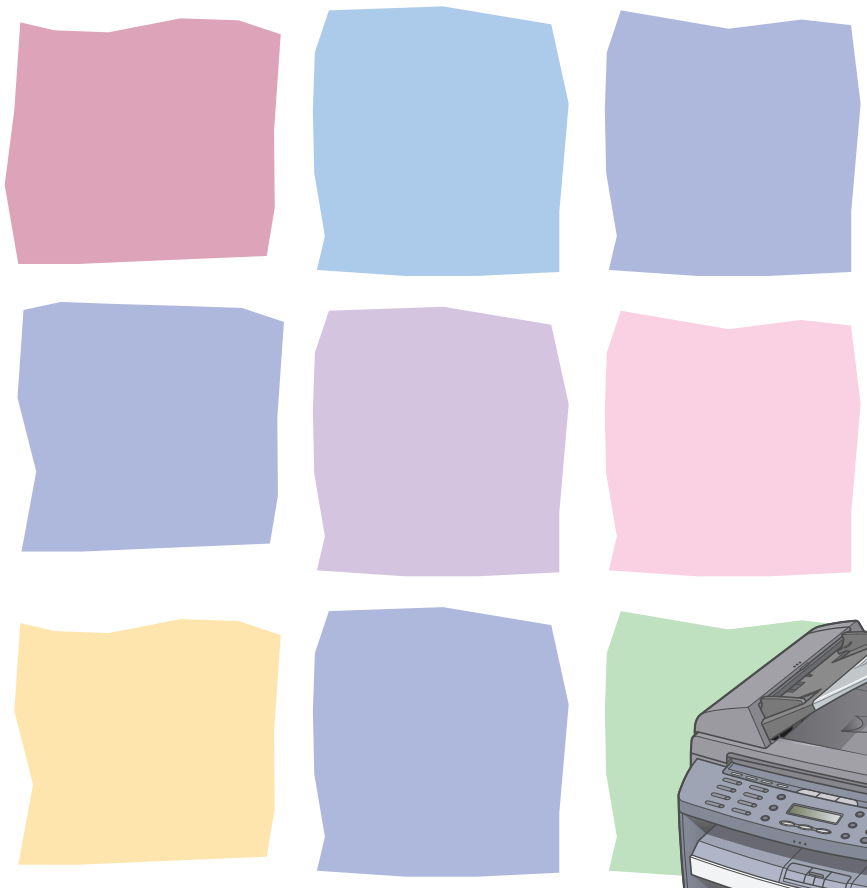
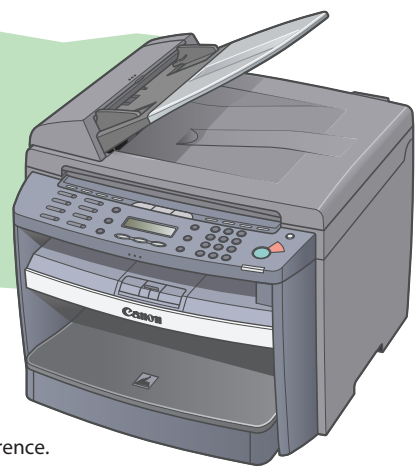
Canon

imageCLASS
MF4270

Basic Operation Guide

- What Can I Do with This Machine?
- Before Using the Machine
- Document and Paper
- Copying
- Sending Faxes
- Receiving Documents
- Printing
- Scanning
- PC Faxing
- Remote UI
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix

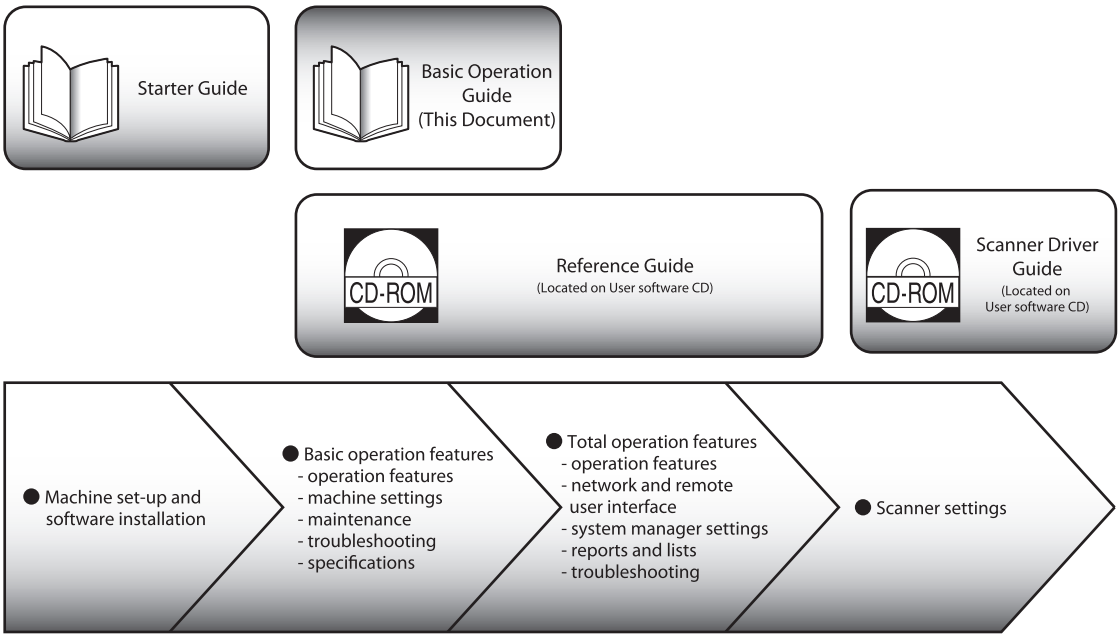




Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

Manuals for the Machine



- To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.
- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.
- Depending on the country of purchase, some default values may vary and some menu items may not be displayed.

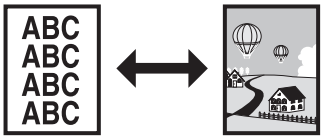
What Can I Do with This Machine?

Copy Features

Select a scan mode depending on the type of image

Image Quality

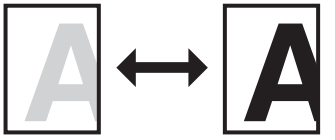
→ p. 3-4



Adjust the density level of scanned images

Density

→ p. 3-5



Enlarge or reduce copied images

Zoom Ratio

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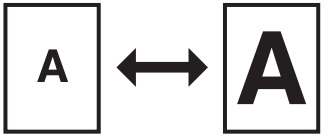
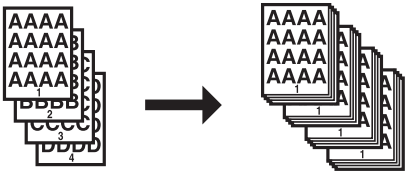


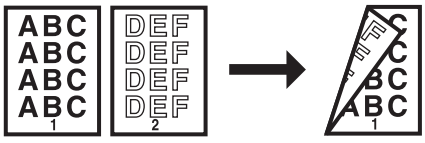
Sort copies by page order

Collate Copying

→ p. 3-10



Make two-sided copies



Two-Sided Copy

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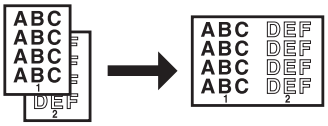
Copy two documents on one sheet



2 on 1 Combination

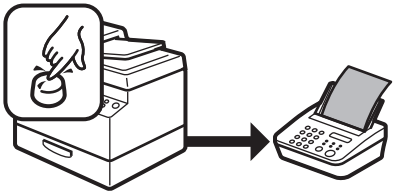
→ p. 3-12

Fax Features

Specify a recipient with a single key

One-Touch Speed Dialing Keys

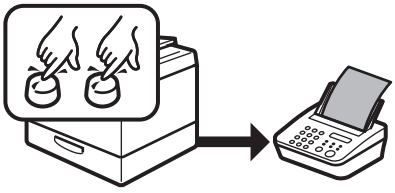
→ p. 4-22



Specify a recipient with a two-digit code

Coded Speed Dialing Codes

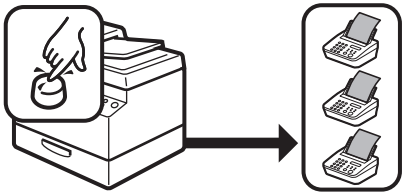
→ p. 4-24



Specify multiple recipients as a group

Group Dialing

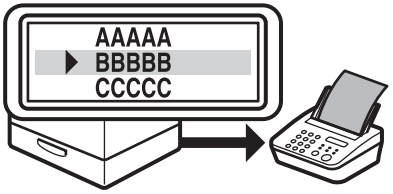
→ p. 4-26



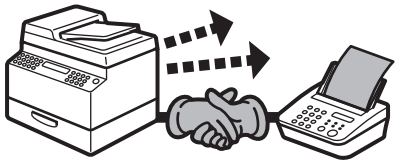
Look up a particular recipient

Address Book Search

→ p. 4-28



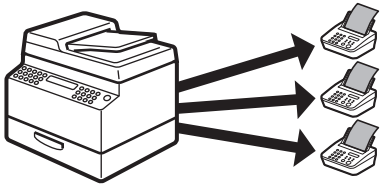
Redial when the line is busy



Redialing

→ Reference Guide

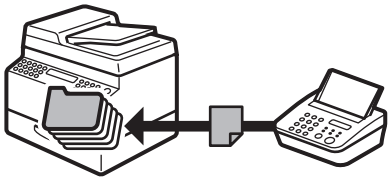
Send documents to multiple recipients



Broadcasting

→ Reference Guide

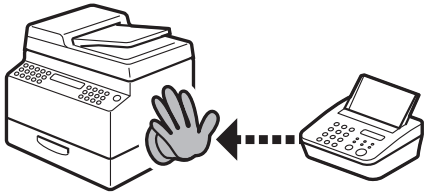
Receive faxes in memory without printing out



Memory Reception

→ Reference Guide

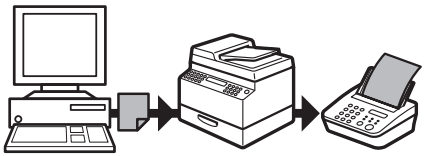
Reject faxes without their numbers



Reception Restriction

→ Reference Guide

Send a fax from a PC



PC Faxing

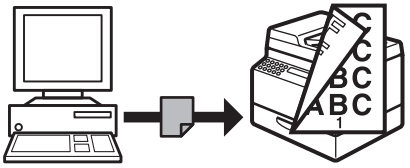
→ Online Help

Printer Feature

Print a document from a PC

Printing

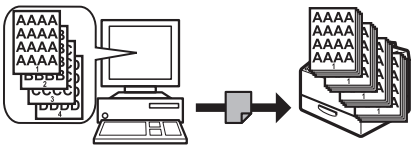
→ p. 6-2



Sort printouts by page order

Collate Printing

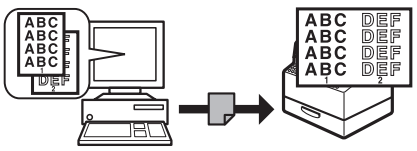
→ p. 6-4



Print two pages on one sheet

2 on 1 Combination

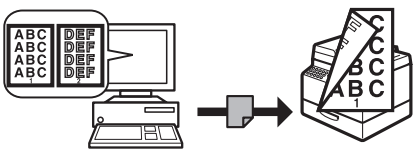
→ p. 6-5



Make two-sided printouts

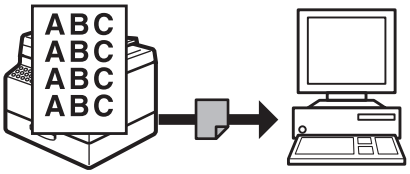
Two-Sided Printing

→ p. 6-6



Scanner Feature (USB connection only)

Specify detailed scanning options to suit various images



Scanning

→ Scanner Driver Guide

Remote UI Feature

Access and manage the machine from a PC

Remote UI

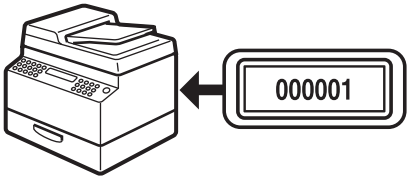
→ Reference Guide

System Manager Settings

Restrict the use of the machine with a password

System Manager Settings

→ Reference Guide



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How to Use This Guide

Symbols Used in This Manual

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

WARNING Indicates a warning that may lead to death or serious injury if not observed.

CAUTION Explains how to avoid actions that could injure you or damage your machine.

NOTE Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:

– The keys you press appear in square brackets: [Stop/Reset].

– Information in the LCD appears in angle brackets: <LOAD PAPER>.

The numbers that point to the keys on the operation panel diagram correspond to the order of steps to take in the procedure.

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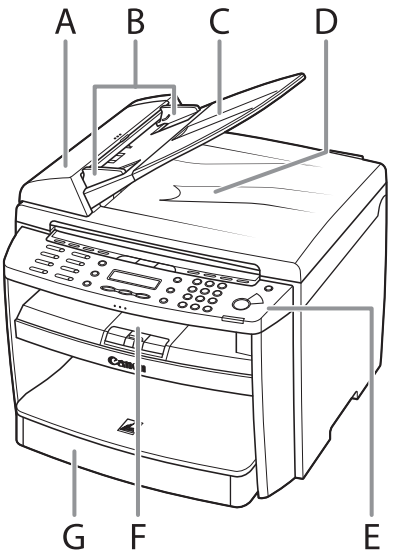
Machine Components



A ADF (Automatic Document Feeder)
Holds documents and feeds them automatically into the scanning area.

B Slide guides
Adjust to the width of the document.

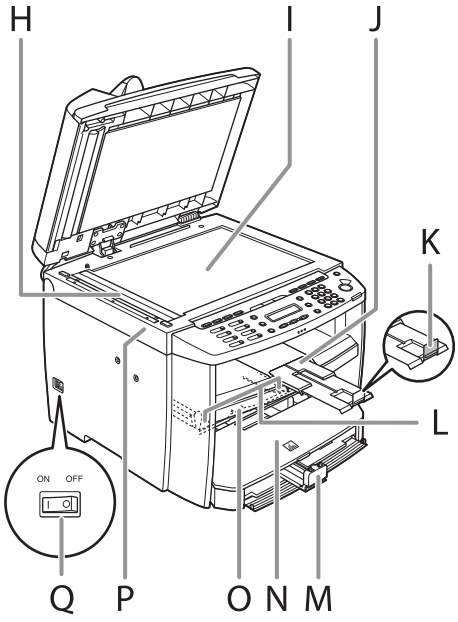
C Document feeder tray
Holds documents.

D Document delivery tray
Receives documents.

E Operation panel
Controls the machine.

F Output tray
Receives copies, prints and faxes.

G Paper cassette
Loads the paper supply.



H Scanning area
Scans documents from the ADF.

I Platen glass
Place documents.

J Output tray extension
Extends the output tray.

K Paper stopper
Prevents the paper from falling off the output tray.
Open the paper stopper from its original position for A4 paper.

L Slide guides for multi-purpose tray
Adjust to the width of the paper.

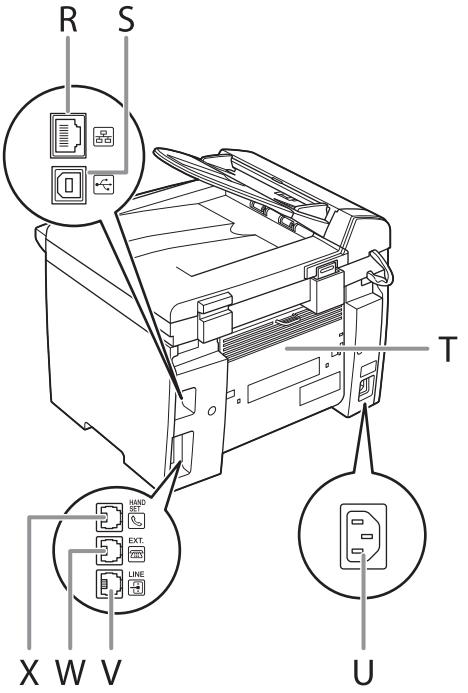
M Paper guide rail
Holds the paper supply.

N Dust cover
Protects the paper supply in the paper cassette from the dirt and dust.

O Multi-purpose tray
Feeds paper when you insert one by one manually.

P Scanning platform
Open this platform when replacing the toner cartridge or clearing paper jams.

Q Main power switch
Turns the power on or off.



R Ethernet port
Connect the network cable.

S USB port
Connect the USB (Universal Serial Bus) cable.

T Rear cover
Open this cover when clearing paper jams.

U Power socket
Connect the power cord.

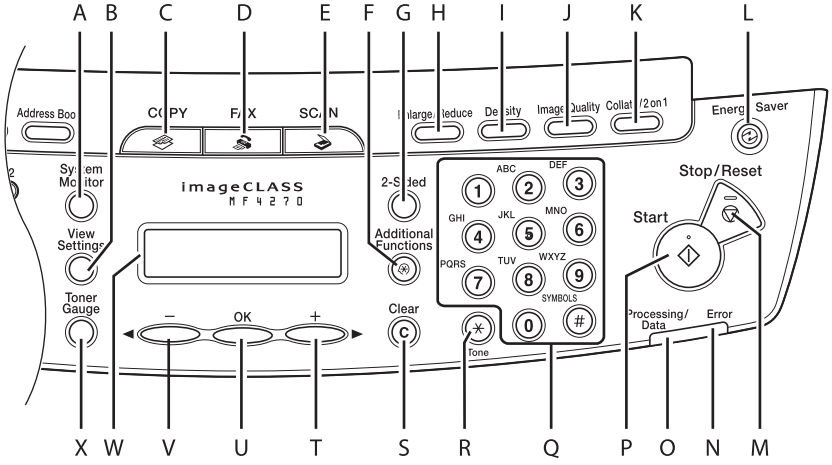
V Telephone line jack
Connect the telephone cable.

W External device jack
Connect an external device.

X Handset jack
Connect an optional handset cable.

Operation Panel

Main Operation Panel



A [System Monitor] key
Press to check fax transmission, print, copy, or report output status.

B [View Settings] key
Press to confirm settings of the copy function.

C [COPY] key
Press to switch to the Copy mode.

D [FAX] key
Press to switch to the Fax mode.

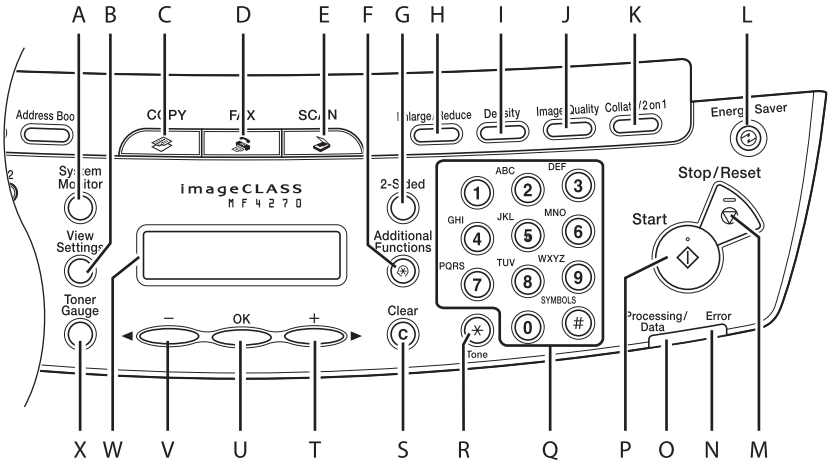
E [SCAN] key
Press to switch to the Scan mode.

F [Additional Functions] key
Press to select or cancel the modes in Additional Functions.

G [2-Sided] key
Press to set two-sided copying.

H [Enlarge/Reduce] key
Press to enlarge or reduce copy ratio.

I [Density] key
Press to adjust the density for copy or documents you send.



J [Image Quality] key
Press to select image quality for copy or fax.

K [Collate/2 on 1] key
Press to collate copies, or press to set 2 on 1 copying.

L [Energy Saver] key
Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.

M [Stop/Reset] key
Press to stop a current job. Also, press to return the machine to the standby mode.

N Error indicator
Flashes when an error has occurred.

O Processing/Data indicator
Flashes while sending or receiving faxes. Lights when the machine has waiting jobs and stores the data in memory.

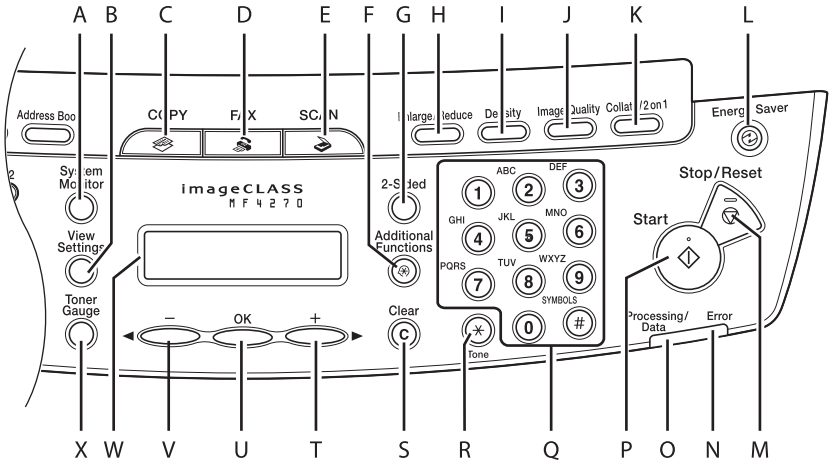
NOTE

Any fax documents that have been received and are stored in the memory will be deleted if you turn off the main power switch of the machine when the Processing/Data indicator is lit.

P [Start] key
Press to start copying, scanning and sending faxes.

Q Numeric keys
Enter letters and numbers.

R [Tone] key
Press to switch from rotary pulse to tone dialing.



S [Clear] key
Press to clear entered alphanumeric characters.

T [+►] key
Press to increase the value for various settings. Also press to see the next item in the menu.

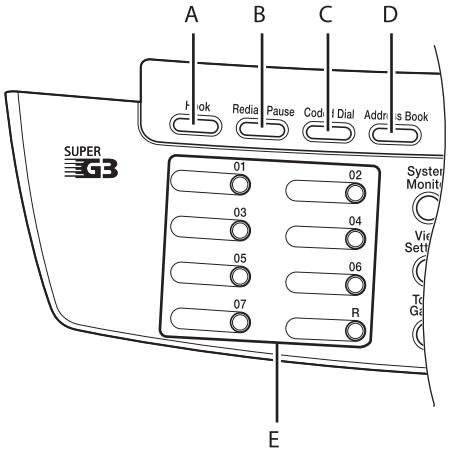
U [OK] key
Press to accept a set function or mode.

V [◄–] key
Press to decrease the value for various settings. Also press to see the previous item in the menu.

W LCD display
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

X [Toner Gauge] key
Press to check the toner remaining in the toner cartridge.

Fax Operation Panel



A [Hook] key
Press when you want to dial without lifting up the optional handset or the handset of the external telephone.

B [Redial/Pause] key
Press to redial the last dialed number when fax is standing by, or press to insert a pause when entering a fax number.

C [Coded Dial] key
Press to specify recipients registered under coded speed dialing codes.

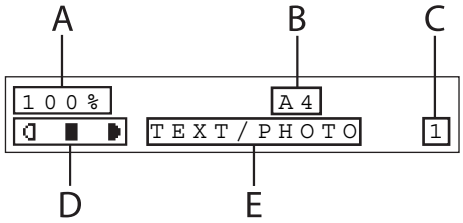
D [Address Book] key
Press to search pre-registered recipients under one-touch speed dialing keys, coded speed dialing codes by name.

E [R] key
Press to dial an outside line access number or an extension number when the unit is connected through a switchboard (PBX).

F One-Touch keys
Press to specify recipients registered under one-touch keys.

LCD (Standby Mode)

Copy Mode



A Zoom ratio

B Paper size

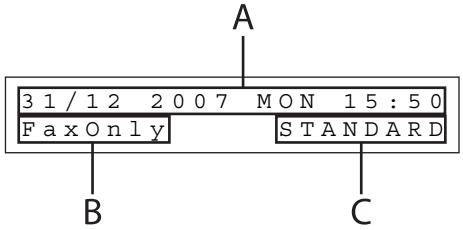
C Quantity

D Density

E Image quality

Scan Mode

Fax Mode



A Date & Time

B Receive mode

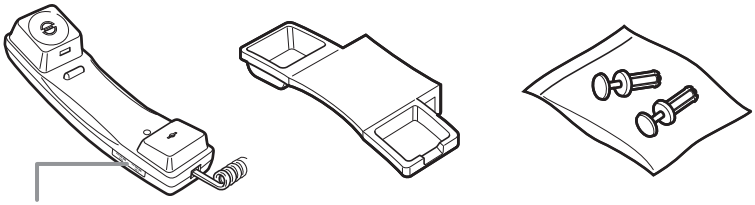
C Image quality

NOTE

– Depending on your needs, you can change the standby display which appears when the main power switch is turned on. For details, see "Setting Menu," on p. 12-6.
– When the main power switch is turned on, the LCD displays <PLEASE WAIT> until the standby display appears.
– If the machine remains idle for one minute, the display returns to the standby mode (Auto Clear Function).

Optional Handset

If you want to use the machine as a telephone and a fax machine, or if you want to receive faxes manually, install the optional handset available from your local authorized Canon dealer or the Canon help line.



Use a sharp object (i.e., pen) to select the ring volume of the handset.

NOTE

For how to install the handset, see "Before FAX Setting," in the Starter Guide.

Maintaining the Handset

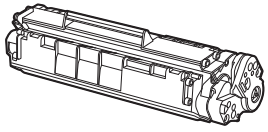
- Do not leave the handset exposed to direct sunlight.
- Do not install the handset in hot or humid conditions.
- Do not spray aerosol polish on the handset as it may cause damage.
- Use a damp cloth to wipe clean the handset.

Toner Cartridge

The lifetime of the Canon genuine starter toner cartridge which comes with the machine is approximately 1,000 pages, the Canon genuine replacement toner cartridge is approximately 2,000 pages. The page counts are on the basis of "ISO/IEC 19752"* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase the Canon genuine replacement toner cartridge, contact your local authorized Canon dealer or Canon help line.

* "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).

Toner Cartridge name:
Canon FX9 Cartridge



Model Name	Type	Supported Canon Genuine Cartridge	Print Yield
MF4270	Bundled	Canon FX9 S-Cartridge	Approx. 1,000 pages
	Replacement	Canon FX9 Cartridge	Approx. 2,000 pages

Maintaining the Toner Cartridge

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.

- If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.
- When removing the toner cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

CAUTION

Do not place the toner cartridge in fire. Toner powder is flammable.

Checking the Toner Level

You can check the amount of toner remaining in the toner cartridge by pressing the [Toner Gauge] key. The toner level is displayed in the LCD at four levels.
If the toner gauge indicates that the toner is empty, it is recommended that the toner cartridge be replaced. (See "Replacing the Toner Cartridge," on p. 10-10.)

Toner full

Toner high

Toner low

Toner empty

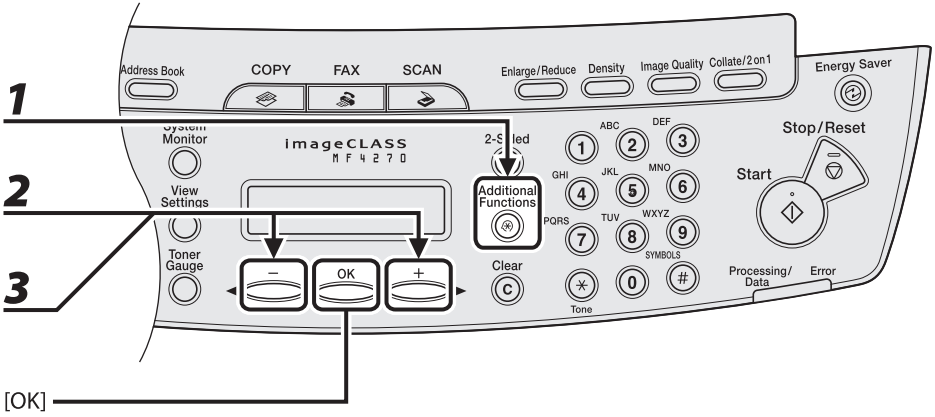
NOTE

To return to the standby mode, press [Stop/Reset].

Telephone Line Setting

Setting the Telephone Line Type

The default setting is <TOUCH TONE>.

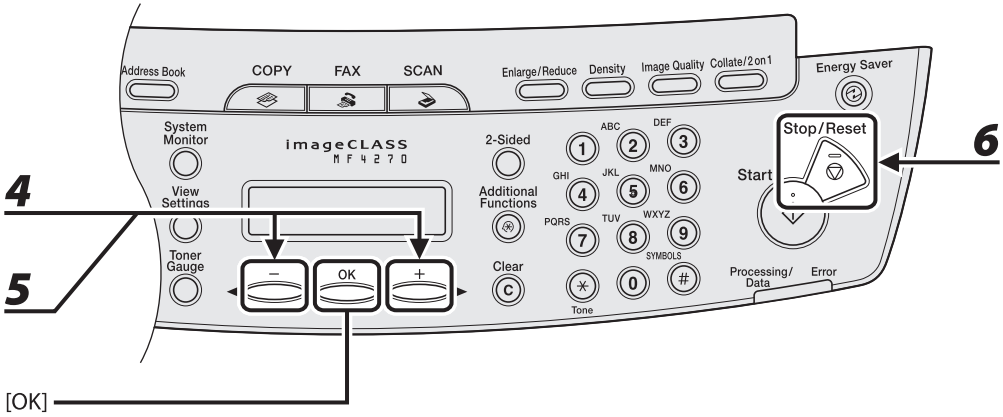


---

1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select < FAX SETTINGS>, then press [OK].**

3 **Press [◄−] or [+►] to select < USER SETTINGS>, then press [OK].**



4 Press [◄−] or [+►] to select <TEL LINE TYPE>, then press [OK].

5 Press [◄−] or [+►] to select the telephone line type, then press [OK].

<TOUCH TONE>: Tone dialing
<ROTARY PULSE>: Pulse dialing

NOTE

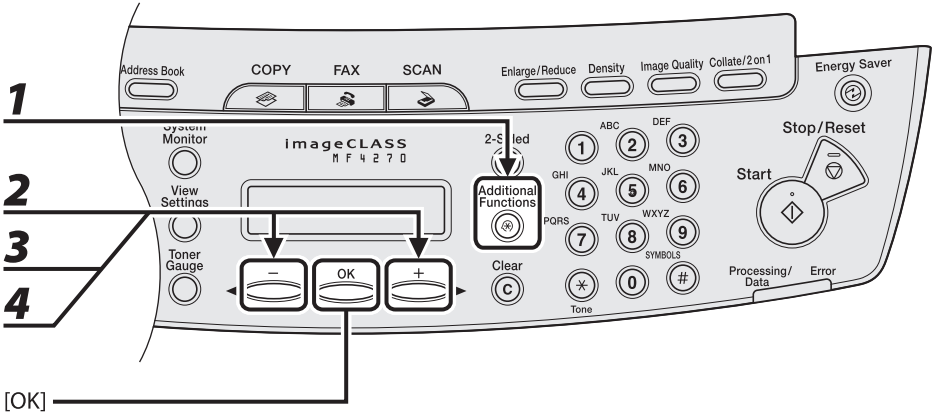
If you do not know the type of telephone line you use, contact your local telephone company.

6 Press [Stop/Reset] to return to the standby mode.

Timer Settings

Setting the Sleep Mode

When the machine remains idle for a certain period of time, it automatically enters the Sleep mode. The default settings are <ON> and <5MIN.>.

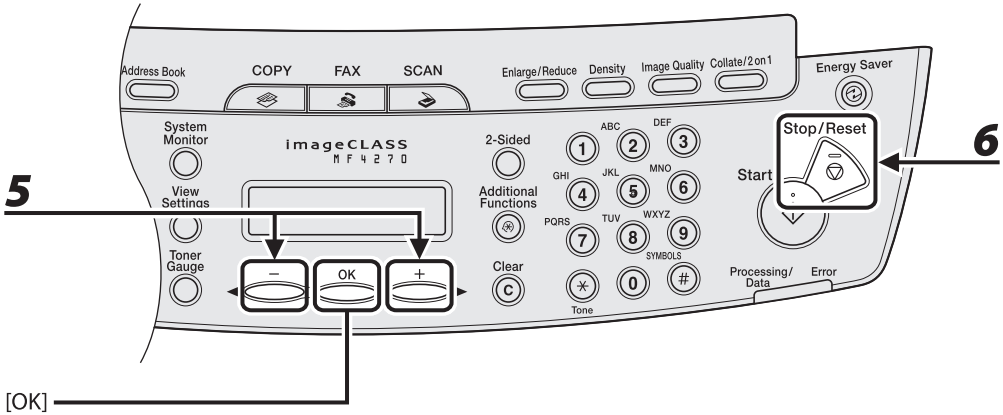


1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄−] or [+►] to select <AUTO SLEEP>, then press [OK].**

4 **Press [◄−] or [+►] to select <ON>, then press [OK].**



5 Press [◄−] or [+►] to select the desired interval, then press [OK].

You can set the interval from 3 to 30 minutes (in one-minute increments).
You can also enter values using numeric keys.

NOTE

The default setting is 5 minutes.

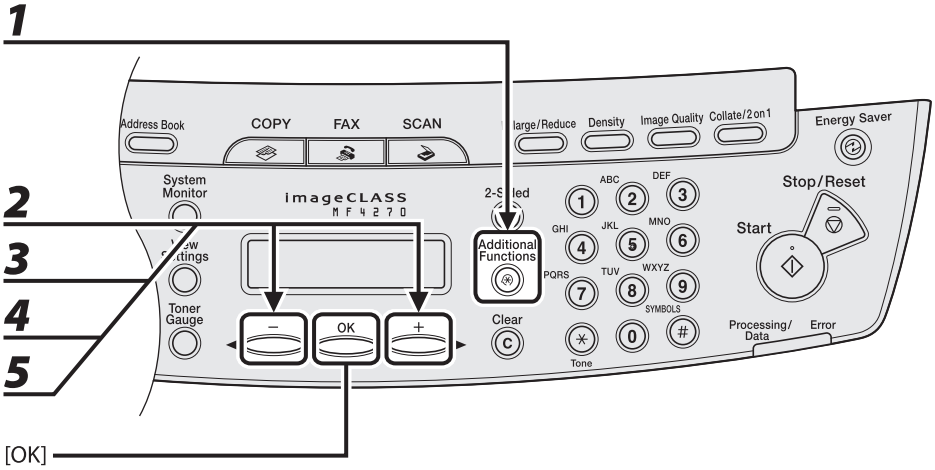
6 Press [Stop/Reset] to return to standby mode.

NOTE

– [Energy Saver] lights green when the machine enters the Sleep mode.
– To enter the Sleep mode manually, press [Energy Saver] on the operation panel.
– The machine will not enter the Sleep mode when:
  • the machine is in operation
  • the Processing/Data indicator lights or flashes
  • a message appears on the display and the Error indicator flashes
  • paper is loaded in the multi-purpose tray
  • a paper jam occurs in the machine
  • the optional handset or handset of the external telephone is off the hook
– The machine will leave the Sleep mode when:
  • you press [Energy Saver] on the operation panel
  • a fax is received
  • the optional handset or handset of the external telephone is off the hook
  • a print job is sent from a computer, and the print is started

Setting the Daylight Saving Time

In some countries or areas, time is advanced throughout the summer season. This is called "Daylight Saving Time." The default setting is <ON>.



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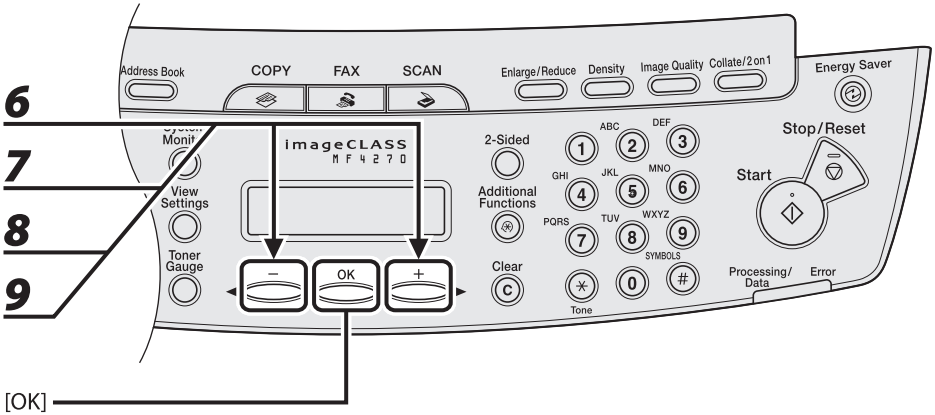
1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <DAYLIGHT SV.TIME>, then press [OK].**

4 **Press [◄—] or [+►] to select <ON>, then press [OK].**

5 **Press [◄—] or [+►] to select <BEGIN DATE/TIME>, then press [OK].**

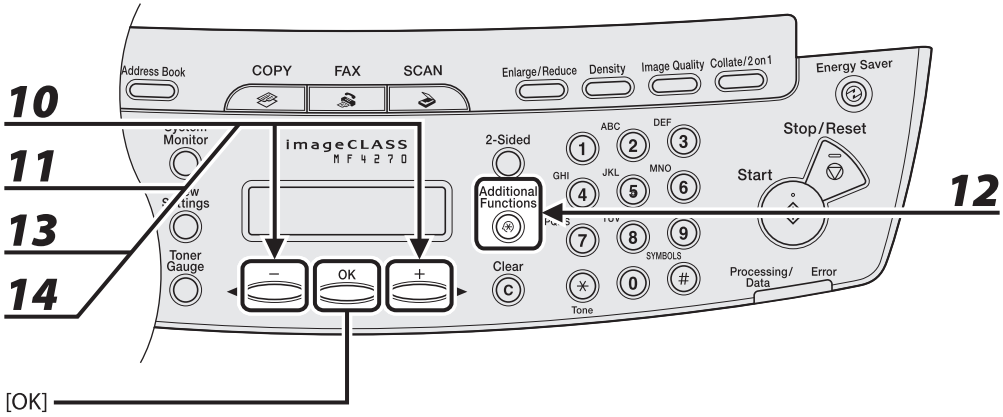


6 **Press [◄−] or [+►] to select <MONTH>, then press [OK].**

7 **Press [◄−] or [+►] to select the month, then press [OK].**

8 **Press [◄−] or [+►] to select <WEEK>, then press [OK].**

9 **Press [◄−] or [+►] to select the week, then press [OK].**



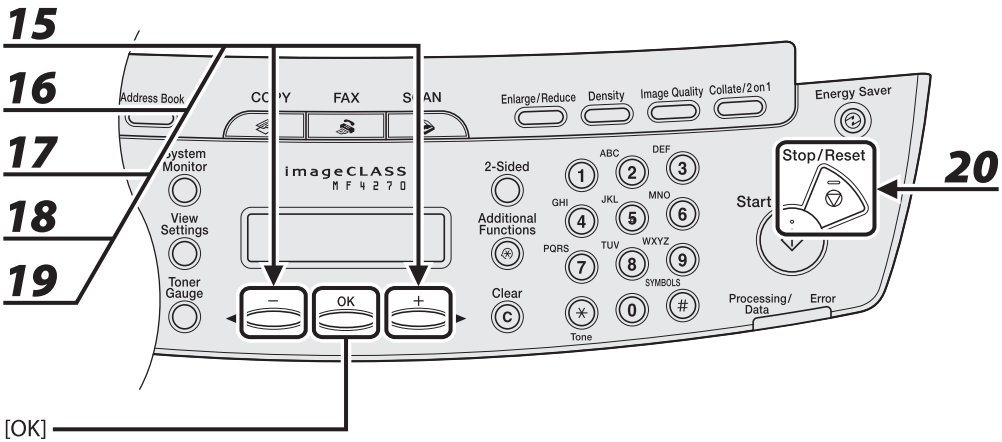
10 **Press [◄−] or [+►] to select <DAY>, then press [OK].**

11 **Press [◄−] or [+►] to select the day, then press [OK].**

12 **Press [Additional Functions].**

13 **Press [◄−] or [+►] to select <END DATE/TIME>, then press [OK].**

14 **Press [◄−] or [+►] to select <MONTH>, then press [OK].**



15 **Press [◄−] or [+►] to select the month, then press [OK].**

16 **Press [◄−] or [+►] to select <WEEK>, then press [OK].**

17 **Press [◄−] or [+►] to select the week, then press [OK].**

18 **Press [◄−] or [+►] to select <DAY>, then press [OK].**

19 **Press [◄−] or [+►] to select the day, then press [OK].**

20 **Press [Stop/Reset] to return to standby mode.**

2 Document and Paper

Document Requirements **2-2**
Scanning Area **2-4**
Loading Documents **2-5**
On the Platen Glass 2-5
In the ADF 2-7
Paper Requirements **2-9**
Printable Area **2-11**
Loading Paper **2-12**
Into the Multi-Purpose Tray 2-12
Setting Paper Size and Type **2-15**

Document Requirements

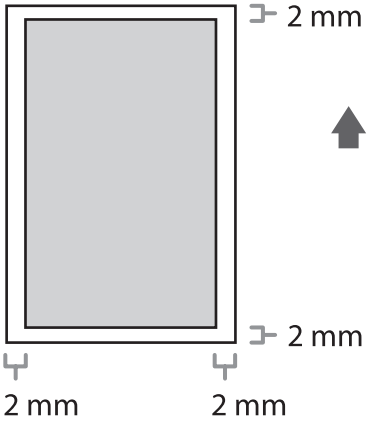
	Platen Glass	ADF
Type	– Plain paper – Thick documents – Photographs – Small documents (e.g., index cards) – Special types of paper (e.g., tracing paper*1, transparencies*1, etc.) – Book (Height: max. 24 mm)	Plain paper (Multipage documents of the same size, thickness and weight or one page documents.)
Size (W x L)	Max. 216 x 297 mm	Max. 216 x 356 mm Min. 105 x 148.5 mm
Weight	Max. 2 kg	40 to 105 g/ m^2
Quantity	1 sheet	Max. 35 sheets*2

*1 When copying a transparent document such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.
*2 80 g/m^2 paper

- Do not place the document on the platen glass or in the ADF until the glue, ink or correction fluid on the document is completely dry.
- To prevent document jams in the ADF, do not use any of the following:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Onion skin or thin paper
  - Documents with staples or paper clips attached
  - Paper printed with a thermal transfer printer
  - Transparencies

Scanning Area

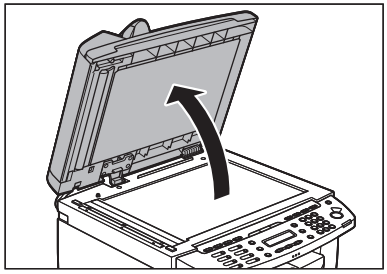
Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.



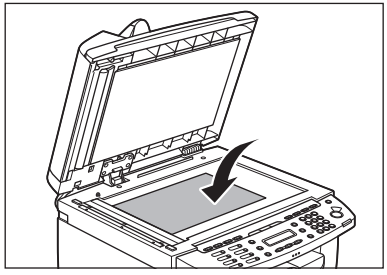
Loading Documents

On the Platen Glass

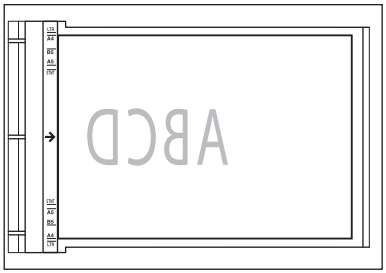
1 **Lift up the ADF.**



2 **Place your document face down.**

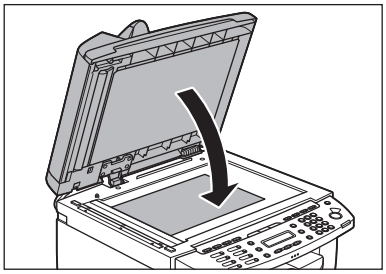


3 Align the document with the appropriate paper size marks.



If your document does not match any of the paper size marks, align the center of your document with the arrow mark.

4 Gently close the ADF.



The document is ready for scanning.

CAUTION

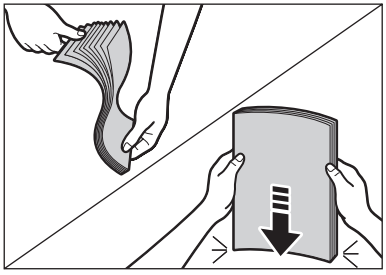
– When closing the ADF, be careful not to get your fingers caught, as this may result in personal injury.
– Do not press down the ADF forcefully, as this may damage the platen glass and cause personal injury.

NOTE

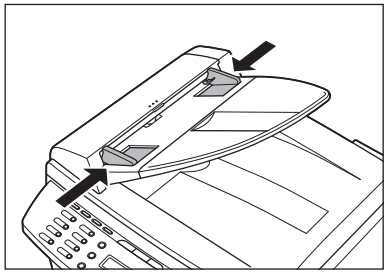
Remove the document from the platen glass when scanning is complete.

In the ADF

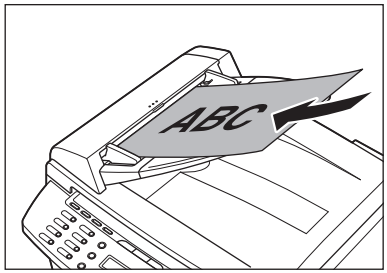
1 **Fan the document stack and even the edges.**



2 **Adjust the slide guides to the width of the documents.**



3 Neatly place the documents face up in the document feeder tray.



The document is ready for scanning.

NOTE

– Do not add or remove documents while they are being scanned.
– When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
– Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
– If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See "Cleaning the Machine," on p. 10-2.)

Paper Requirements

	Paper cassette	Multi-purpose tray
Size (W x L)	A4, B5, A5, Executive, Envelope (COM10, Monarch, DL, ISO-C5 (162 x 229 mm)), Oficio, Brazil-Oficio, Mexico-Oficio, Folio, Government-LTR, Government-LGL, Foolscap, LTR, LGL, 76 x 127 to 216 x 356 mm	
Weight	60 to 163 g/m^2	
Quantity	Max. 250 sheets (Height: max. 25 mm)	Max. 1 sheet
Type	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	

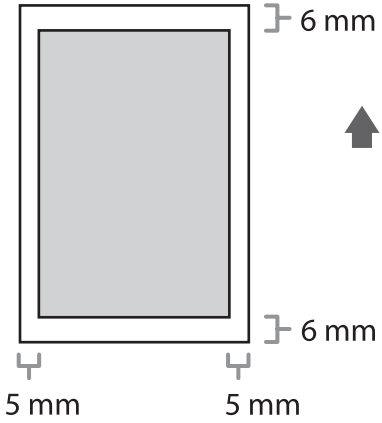
NOTE

The default paper size is A4. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-15.)

- To prevent paper jams, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Damp paper
  - Very thin paper
  - Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
- The following types of paper do not print well:
  - Highly textured paper
  - Very smooth paper
  - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 18°C–24°C, 40%–60% relative humidity.
- Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.

Printable Area

The shaded area indicates the approximate printable area of A4 paper and envelope. Note that the margin widths listed are approximate and there may be slight variations in actual use.



Loading Paper

To load paper in the paper cassette, see "Set Up the Machine," in the Starter Guide.

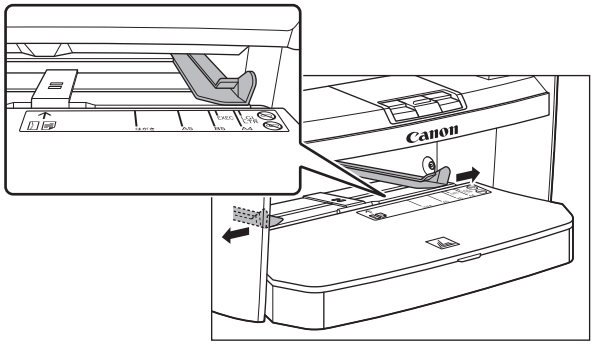
Into the Multi-Purpose Tray

Use the multi-purpose tray when you want to copy or print on the different paper which is in the paper cassette. Load paper one by one in the multi-purpose tray.

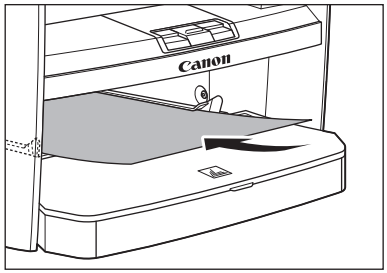
NOTE

- The paper in the multi-purpose tray is fed prior to the paper in the paper cassette.
- The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.
- Make sure to set the correct paper size in the printer driver. (See Online Help.)
- When printing received documents or reports, paper can be fed only from the paper cassette. If paper is loaded into the multi-purpose tray, <REMOVE MP PAPER> appears.

1 Spread the paper guides a little wider than the actual paper width.

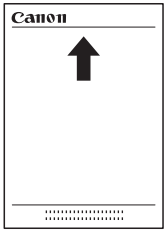


2 **When setting paper, gently insert the paper into the multi-purpose tray with the print side up.**

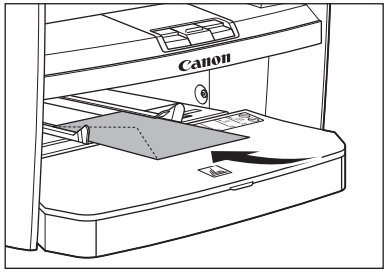


NOTE

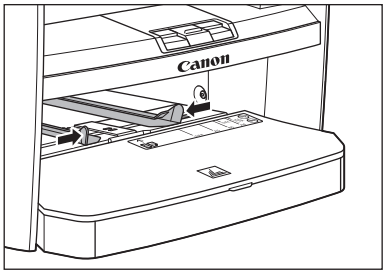
When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose tray.



When setting an envelope, gently insert the envelope into the multi-purpose tray with the print side up and the right edge (i.e., closer to the stamp) first.



3 Slide the paper guides so that they fit to both sides of the paper.



NOTE

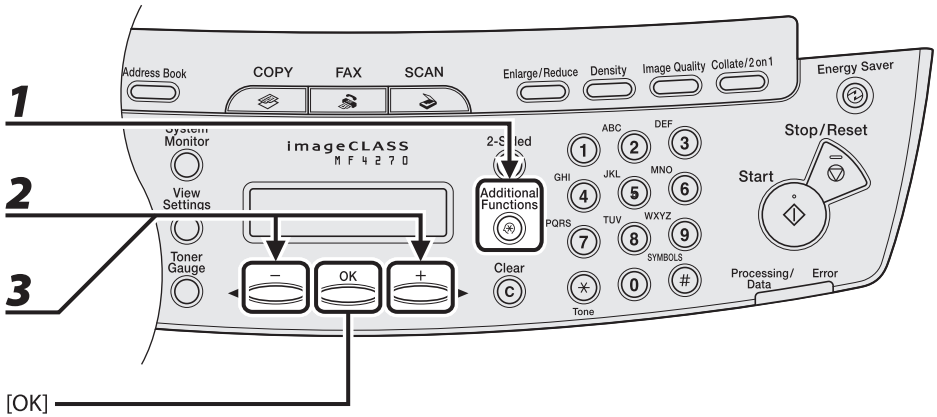
If the paper guides do not fit the size of the paper, the print quality may be deteriorated.

4 Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see "Setting Paper Size and Type," on p. 2-15.

Setting Paper Size and Type

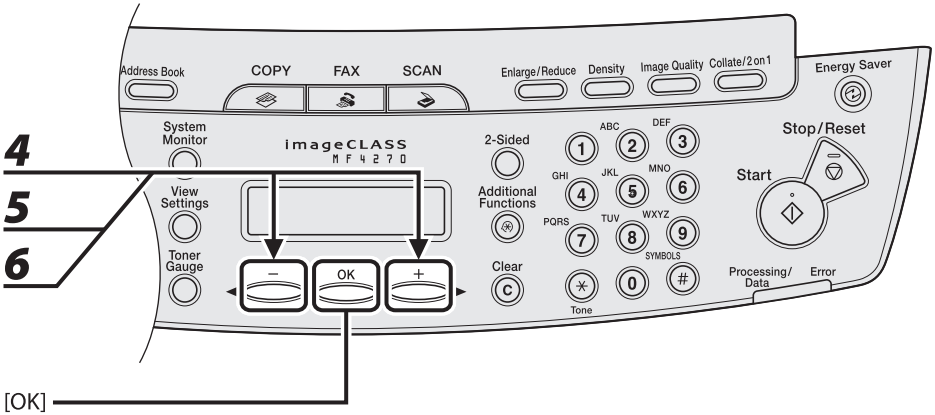
The default setting is <A4> and <PLAIN PAPER>. When you place other sizes and/or types of paper, follow this procedure to change the settings.
The procedure is same for the paper cassette and multi-purpose tray except for selecting the paper cassette or multi-purpose tray in step 3 and 6.



1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <PAPER SETTINGS>, then press [OK].**

3 **Press [◄−] or [+►] to select <CASSETTE> or <MP TRAY>, then press [OK].**



---

4 **Press [◄−] or [+►] to select <PAPER SIZE>, then press [OK].**

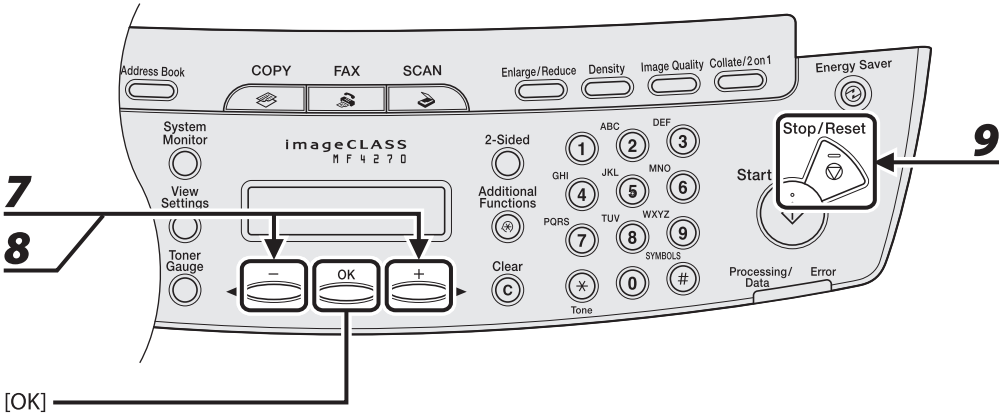
5 **Press [◄−] or [+►] to select the paper size, then press [OK].**

You can select from the following paper sizes:
<A4>, <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, <LTR>, <LGL>

NOTE

The available paper sizes will vary depending on the country where the unit was purchased.

6 **Press [◄−] or [+►] to select <CASSETTE> or <MP TRAY>, then press [OK].**



7 Press [◄−] or [+►] to select <PAPER TYPE>, then press [OK].

NOTE

If you have selected <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL> or <ISO-C5> for the paper size in step 5, <PAPER TYPE> is not displayed. Skip to step 9.

8 Press [◄−] or [+►] to select the paper type, then press [OK].

You can select from the following paper types:
<PLAIN PAPER> or <PLAIN PAPER L>*1 for Plain paper (64 g/m^2 to 90 g/m^2)
<HEAVY PAPER> or <HEAVY PAPER H>*2 for Heavy paper (Paper cassette: 105 g/m^2 to 128 g/m^2, Multi-purpose tray: 105 g/m^2 to 163 g/m^2) or Envelope
<TRANSPARENCY> for Transparency
*1 If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.
*2 If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

9 Press [Stop/Reset] to return to the standby mode.

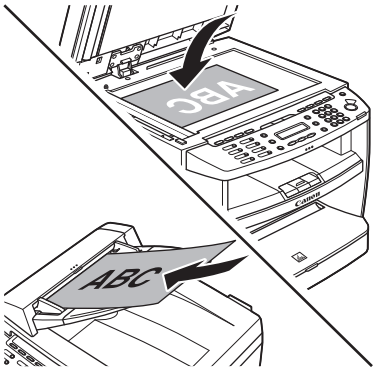
3 Copying

Basic Copying Method **3-2**
Scan Settings **3-4**
Image Quality 3-4
Density 3-5
Zoom Ratio 3-7
Collate Copy **3-10**
2 on 1 Combination **3-12**
Two-Sided Copy **3-14**
Canceling Copy Jobs **3-16**

Basic Copying Method

Follow this procedure to make a copy.

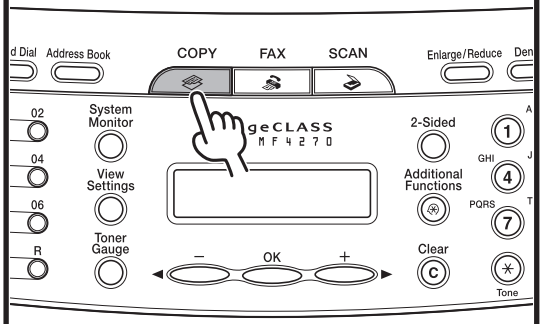
1 Set a Document



Place the document on the platen glass or load it in the ADF.

For documents you can copy, see "Document Requirements," on p. 2-2.

2 Enter the Copy Mode



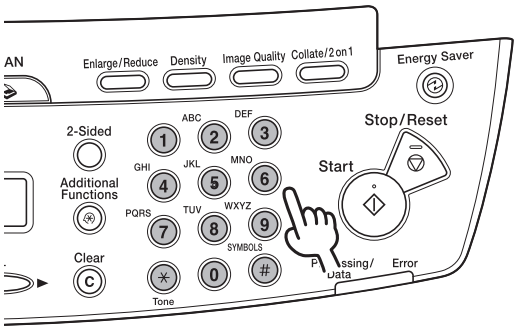
Press [COPY]

The COPY indicator lights up and the machine enters the copy standby mode.

What if...

- **You want to adjust the image quality, density and zoom ratio:**
  See "Scan Settings," on p. 3-4.

3 Enter the Copy Quantity



Use the numeric keys to enter the desired copy quantity (1 to 99).

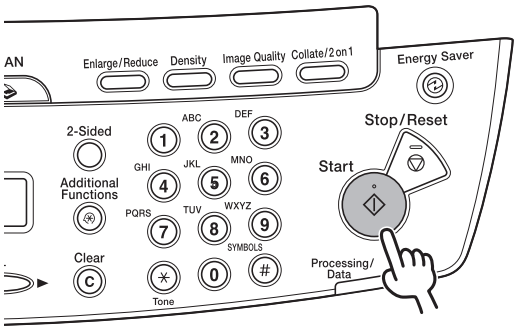
Ex.

```
100%              A4
◀ ■ ▶  TEXT/PHOTO    1
```

What if...

- **You enter a wrong number:**
  Press [Clear], and enter a new number.

4 Start Copying



Press [Start].

What if...

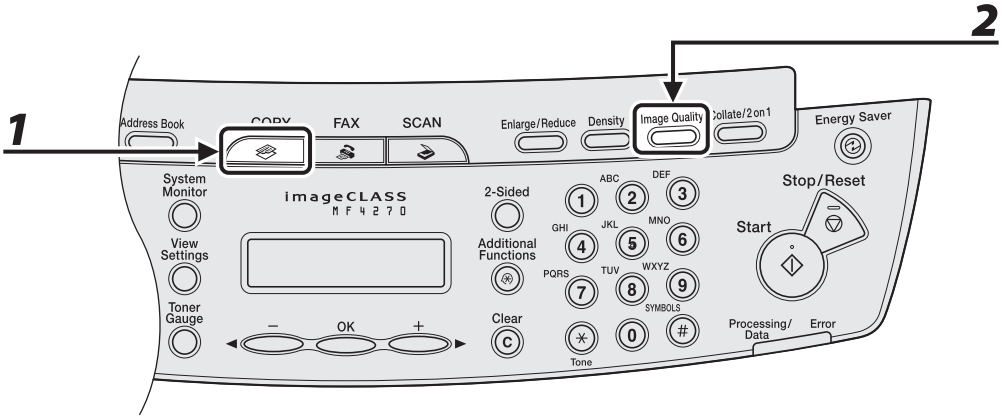
- **You want to cancel copying:**
  Press [Stop/Reset] and, when the <CANCEL COPYING?> message appears, press [◄ ━] to select <YES>.

Scan Settings

Before pressing [Start] to begin copying, you can adjust the settings to better suit the document to be scanned. These settings return to the default values if the machine remains idle for a certain period of time or if you press [Stop/Reset].

Image Quality

The default setting is <TEXT/PHOTO>.



---

1 Press [COPY].

2 Press [Image Quality] repeatedly to select the document type.

<TEXT/PHOTO>: For documents that contain text and photos.
<TEXT>: For text documents.
<PHOTO>: For documents that contain fine text or photos.
<TEXT/PHOTO+>: For documents that contain fine text and photos.

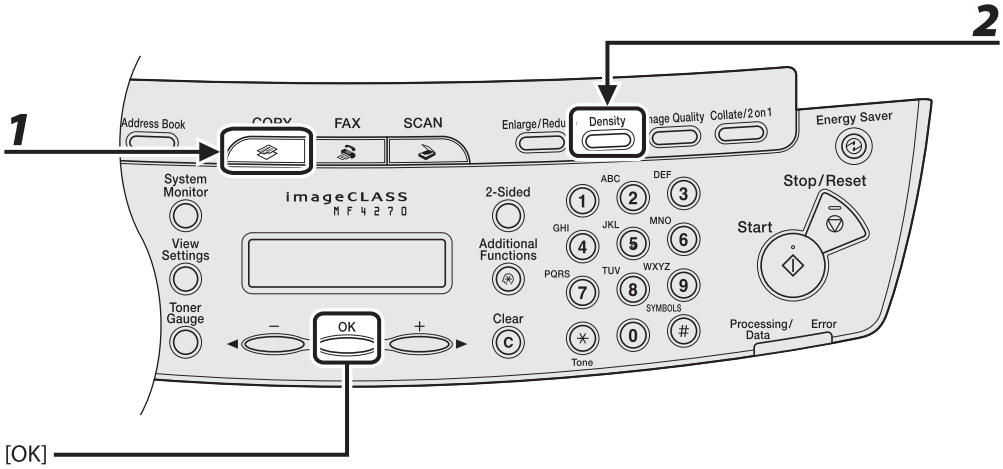
NOTE

Copy density automatically changes to the manual mode when <TEXT/PHOTO>, <PHOTO> or <TEXT/PHOTO+> is set.

Density

You can adjust the density to the most appropriate level for the document either automatically or manually. The default setting is <MANUAL> (5).

● Adjusting Automatically



---

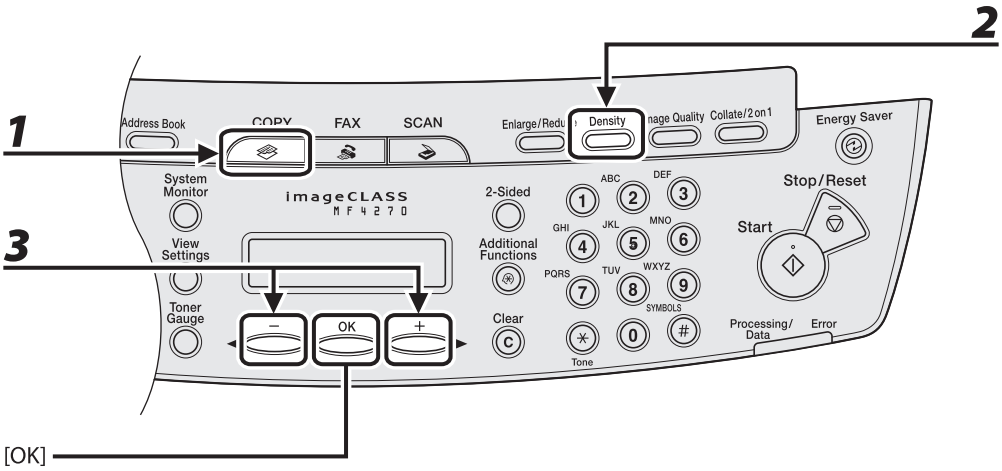
1 **Press [COPY].**

2 **Press [Density] repeatedly to select <AUTO>, then press [OK].**

NOTE

The image quality is automatically set to <TEXT>.

● Adjusting Manually



1 **Press [COPY].**

2 **Press [Density] repeatedly to select the manual mode.**

3 **Press [◄—] or [+►] to adjust the copy density, then press [OK].**

Ex.

```
DENSITY
-LT   ◗□□□□□■□□□□◗  DK+
```

[◄—]: to make dark documents lighter
[+►]: to make light documents darker

NOTE

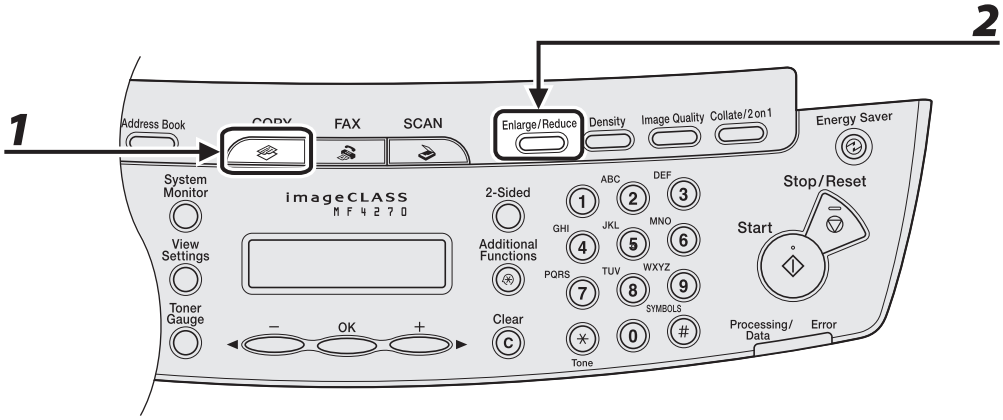
– To cancel all settings, press [Stop/Reset].
– When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, set the density as follows:
[Additional Functions] → <COPY SETTINGS> → <STANDARD SETTINGS> → <DENSITY> → <MANUAL>
(See "STANDARD SETTINGS," on p. 12-9.)

Zoom Ratio

The default setting is <100%>.

● Preset Zoom

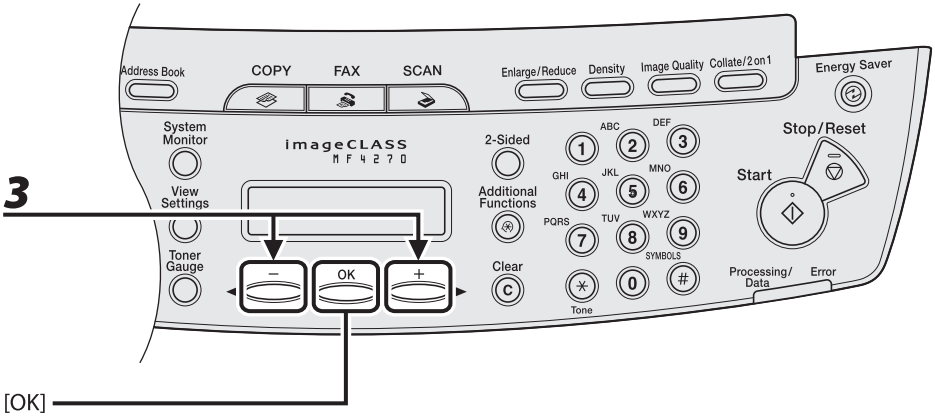
You can enlarge or reduce documents from one standard paper size to another.



---

1 **Press [COPY].**

2 **Press [Enlarge/Reduce].**



3 Press [◄−] or [+►] to select the copy ratio, then press [OK].

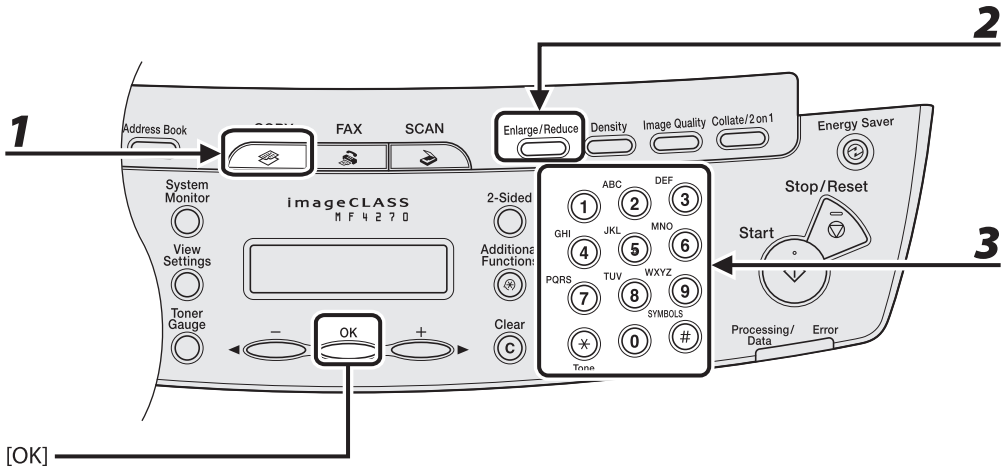
- 200% MAX.
- 141% A5 → A4
- 122% A5 → B5
- 115% B5 → A4
- 86% A4 → B5
- 81%
- 70%
- 50% MIN.

NOTE

When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <INCHES> or <A>, the preset copy ratios change as follows:
INCHES: 50%, 64%, 78%, 100%, 129%, 200%
A: 50%, 70%, 100%, 141%, 200%

● Zoom Designation

You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.



---

1 **Press [COPY].**

2 **Press [Enlarge/Reduce] twice.**

3 **Enter the copy ratio with the numeric keys, then press [OK].**

Ex.

```
ZOOM   50-200%
 -        100%        +
```

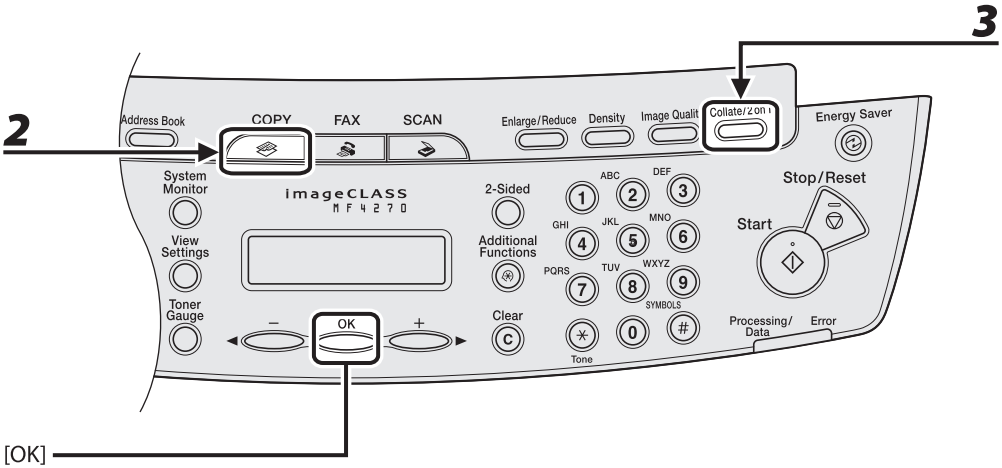
You can also use [◄−] or [+►] to adjust the zoom ratio. To increase the zoom ratio, press [+►]. To decrease the zoom ratio, press [◄−].

NOTE

To return the copy ratio to 100%, press [Enlarge/Reduce] repeatedly to display <100%>, then press [OK].

Collate Copy

You can copy documents collated into sets arranged in page order. This feature can be used together with both "Two-Sided Copy" (see p. 3-14) and "2 on 1 Combination" (see p. 3-12).



1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

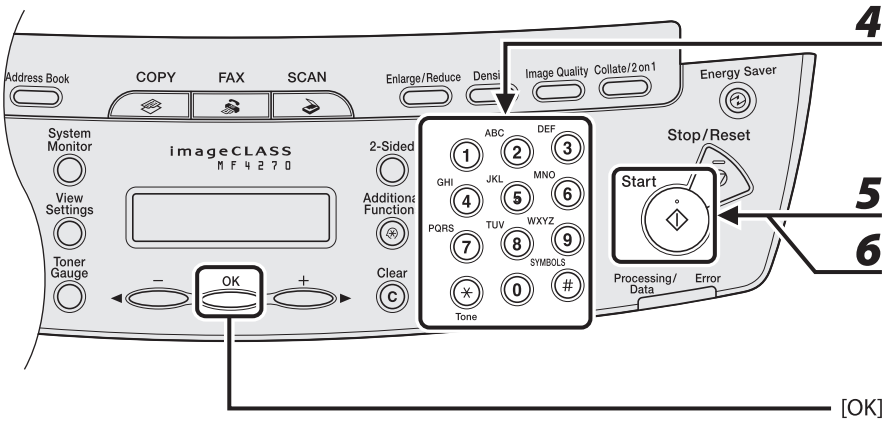
2 Press [COPY].

NOTE

If <AUTO COLLATE> is set to <ON> in <STANDARD SETTINGS> in <COPY SETTINGS>, skip to step 4.

3 Press [Collate/2 on 1] repeatedly to select <COLLATE>, then press [OK].

If you want to use <COLLATE> with "2 on 1 Combination" (see p. 3-12) at the same time, select <COLLATE+2 ON 1>, then press [OK].
If you want to use with "Two-Sided Copy" at the same time, go to step 3 on p. 3-14.



4 Use the numeric keys to enter the desired copy quantity (1 to 99).

5 Press [Start].

When the documents are loaded in the ADF, collate copying starts and no further operation is required.

6 Place the next page of the document on the platen glass, then press [Start].

Repeat this step to scan all pages.

7 Press [OK].

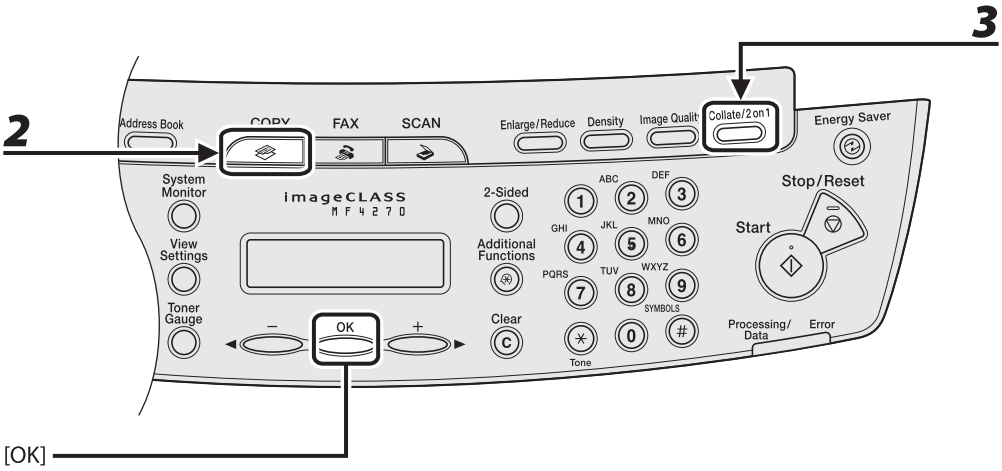
The machine prints the remaining sets of copies.

NOTE

- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>, see "STANDARD SETTINGS," on p. 12-9.
- When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning may be canceled. If this happens, press [OK] to return to the standby mode, and print, send, or delete any documents stored in memory.

2 on 1 Combination

2 on 1 combination automatically reduces two-page document to fit on the selected paper size. This feature can be used together with both "Collate Copy" (see p. 3-10) and "Two-Sided Copy" (see p. 3-14).



---

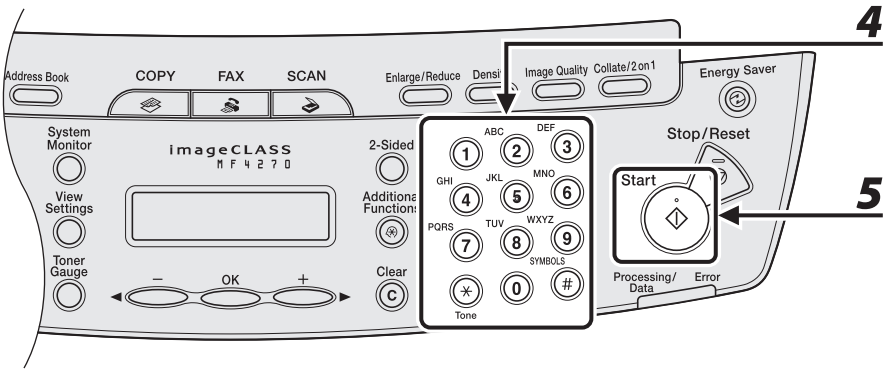
1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [COPY].

3 Press [Collate/2 on 1] repeatedly to select <2 ON 1>, then press [OK].

If you want to use <2 ON 1> with "Collate Copy" (see p. 3-10) at the same time, select <COLLATE+2 ON 1>, then press [OK].
If you want to use with "Two-Sided Copy" at the same time, go to step 3 on p. 3-14.



4 Use the numeric keys to enter the desired copy quantity (1 to 99).

5 Press [Start].

When you set the document on the platen glass, press [Start] for each page. When scanning is complete, press [OK].

NOTE

- If you press [OK] without scanning the second page, only the first page will be printed on the left side of the paper.
- A maximum of 4 mm margin will be produced between the two reduced documents in 2 on 1 combination copying.
- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>, see “STANDARD SETTINGS,” on p. 12-9.

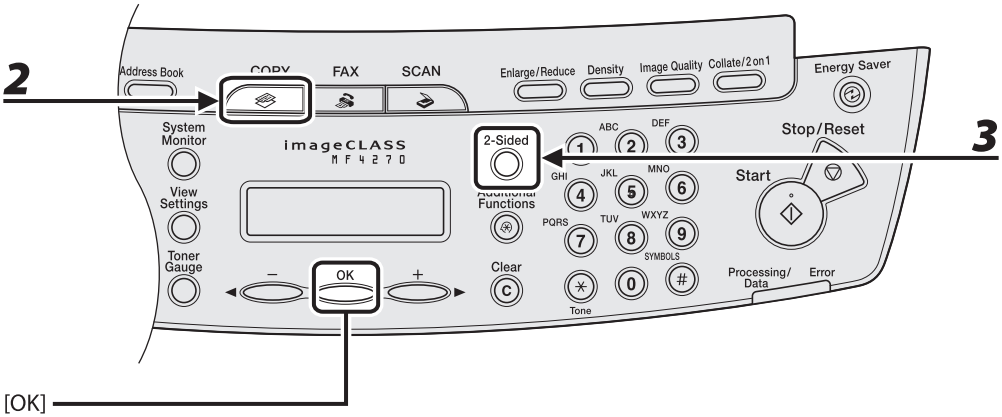
Two-Sided Copy

Two-sided copying enables you to make two-sided copies from one-sided documents. This feature can be used together with both "Collate Copy" (see p. 3-10) and "2 on 1 Combination" (see p. 3-12).

NOTE

Paper used to make two-sided copies must conform to the following specifications:

– Paper size: A4 and LTR
– Paper weight: 64 to 80 g/m^2



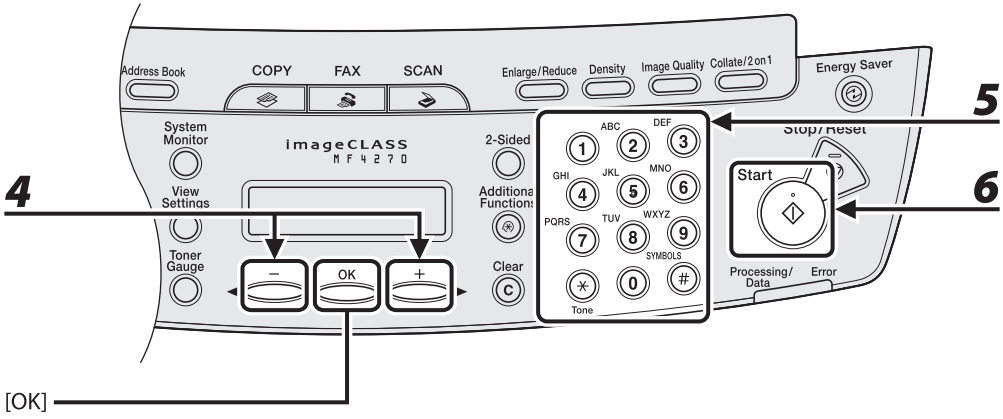
---

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [COPY].

3 Press [2-Sided] repeatedly to select <ON>, then press [OK].



4 Press [◄—] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

<BOOK TYPE>: The front and back sides of the copy will have the same top-bottom orientation.
<CALENDAR TYPE>: The front and back sides of the copy will have opposite top-bottom orientations.

NOTE

For the landscape oriented documents, the front and back sides of the copy will have the opposite top-bottom orientation when <BOOK TYPE> is selected.
When <CALENDAR TYPE> is selected, the front and back sides of the copy will have the same top-bottom orientation.

5 Use the numeric keys to enter the desired copy quantity (1 to 99).

6 Press [Start].

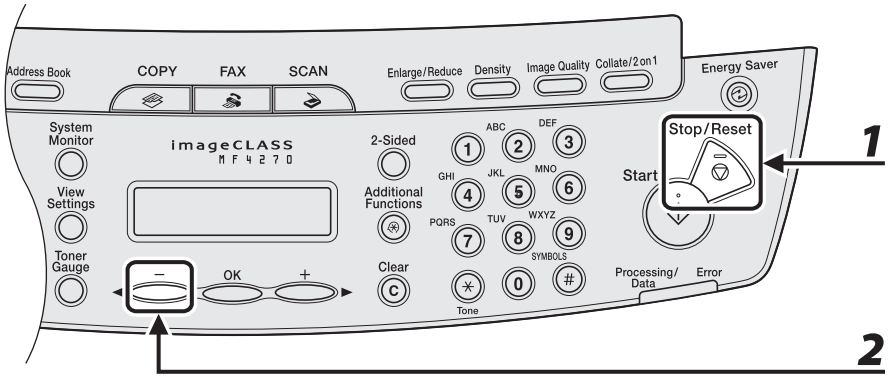
When you set the document on the platen glass, press [Start] for each page. When scanning is complete, press [OK].

NOTE

- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>, see "STANDARD SETTINGS," on p. 12-9.
- Instead of performing step 4, you can just press [OK]. In this case, the machine makes <BOOK TYPE> copies.

Canceling Copy Jobs

Follow the procedures to cancel an outgoing job.



---

1 **Press [Stop/Reset].**

2 **When the <CANCEL COPYING?> message appears, press [◄—] to select <YES>.**

```
CANCEL COPYING?
 < YES          NO >
```

The job is canceled, and the copy quantity is reset.

4 Sending Faxes

Basic Sending Method ····· **4-2**
Scan Settings ····· **4-4**
Image Quality ····· 4-4
Density ····· 4-5
Storing/Editing Address Book ····· **4-6**
Storing/Editing One-Touch Speed Dialing Keys/ Coded Speed Dialing Codes ····· 4-7
Storing/Editing Recipients for Group Dialing ····· 4-13
Specifying Recipients ····· **4-22**
Using One-Touch Speed Dialing Keys ····· 4-22
Using Coded Speed Dialing Codes ····· 4-24
Group Dialing ····· 4-26
Using Address Book Key ····· 4-28
Manual Sending ····· **4-32**
Canceling TX Jobs ····· **4-35**
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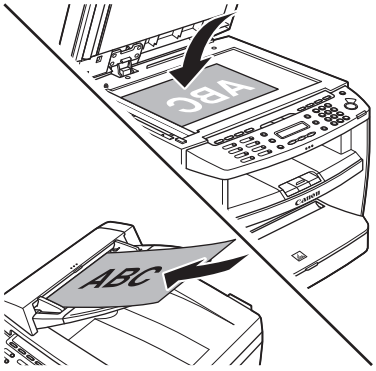
Checking and Deleting Fax Documents Stored in Memory ····· 4-37

Basic Sending Method

Follow this procedure to send faxes.
For advanced sending features, see Chapter 4, "Sending and Receiving," in the Reference Guide.

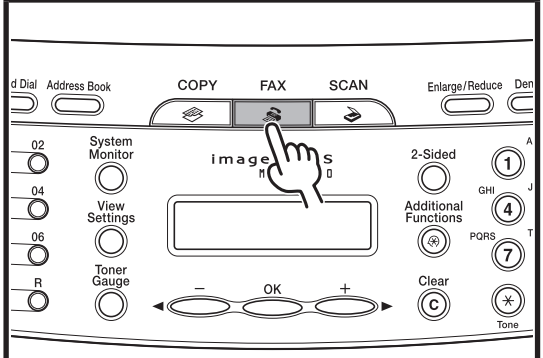
1 Set a Document



Place the document on the platen glass or load it in the ADF.

For documents you can send, see "Document Requirements," on p. 2-2.

2 Enter the Fax Mode



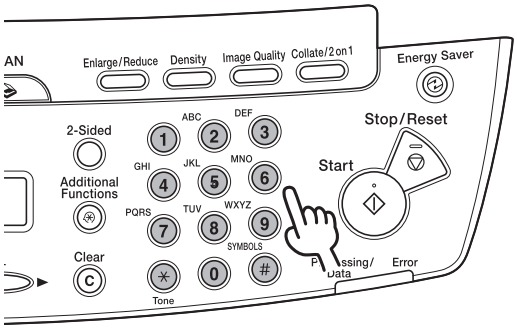
Press [FAX].

The FAX indicator lights up and the machine enters the fax standby mode.

What if...

- **You want to adjust the image quality and density :**
  See "Scan Settings," on p. 4-4.

3 Enter the Fax Number



Enter the fax number with the numeric keys.

You can also specify the fax number with one-touch speed dialing key, coded speed dialing, or [Address Book] key. (See "Specifying Recipients," on p. 4-22.)

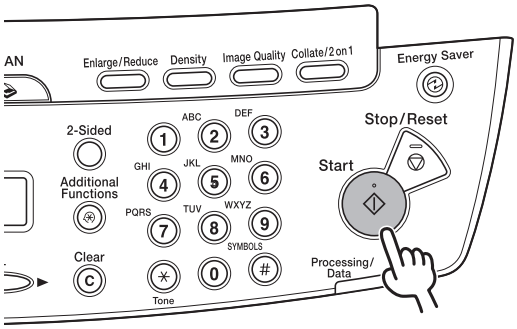
Ex.

= 0 1 2 X X X X X X X _

What if...

- **You enter a wrong number:**
  Go back to the wrong digit with [◄—], then press [Clear] to delete it. Or press and hold [Clear] to delete the entire entry. Then try again.

4 Send the Document



Press [Start].

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

What if...

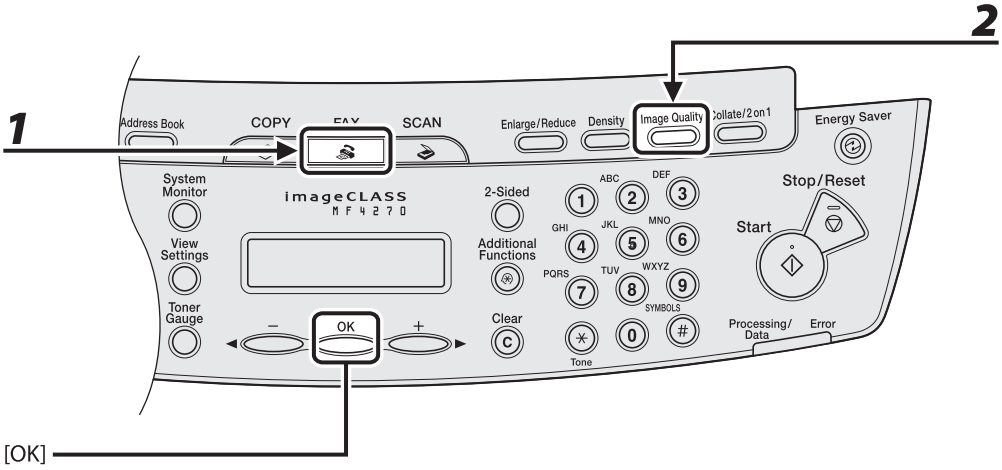
- **You want to cancel sending:**
  Press [Stop/Reset] on the operation panel. When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.

Scan Settings

You can adjust the image quality and density of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take.

Image Quality

The default setting is <STANDARD>.



---

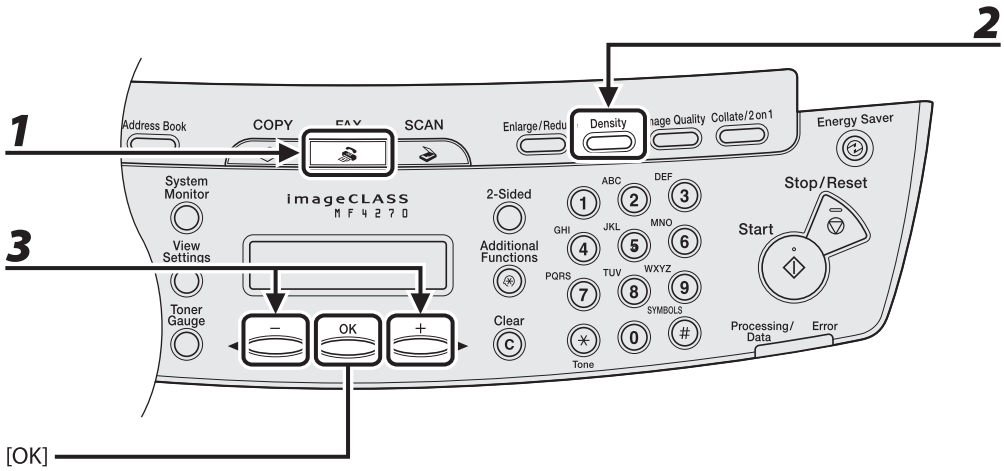
1 Press [FAX].

2 Press [Image Quality] repeatedly to select the resolution, then press [OK].

<STANDARD>: for most text-only documents. (200 x 100 dpi)
<FINE>: for fine-print documents (the resolution is twice that of <STANDARD>). (200 x 200 dpi)
<PHOTO>: for documents that contain photographs (the resolution is twice that of <STANDARD>). (200 x 200 dpi)
<SUPER FINE>: for documents that contain fine print and images (the resolution is four times that of <STANDARD>). (200 x 400 dpi)

Density

The default setting is (5).



---

1 **Press [FAX].**

2 **Press [Density].**

3 **Press [◄−] or [+►] to adjust the density, then press [OK].**

Ex.

```
DENSITY
-LT   ◄□□□□□■□□□□□►  DK+
```

[◄−]: to make dark documents lighter.
[+►]: to make light documents darker.

NOTE

These settings return to the default values after all documents are scanned. If you want to keep the settings, set the image quality and/or density as follows:
[Additional Functions] → <FAX SETTINGS> → <USER SETTINGS> → <STANDARD SETTINGS> → <Image Quality> or <DENSITY> (See "STANDARD SETTINGS," on p. 12-10.)

Storing/Editing Address Book

This machine provides you with various ways to specify the fax/telephone numbers besides using the numeric keys. You can register fax/telephone numbers to the Address Book. Once you have registered fax/telephone numbers using these functions, you can specify the fax/telephone numbers by simply pressing one or a combination of keys:

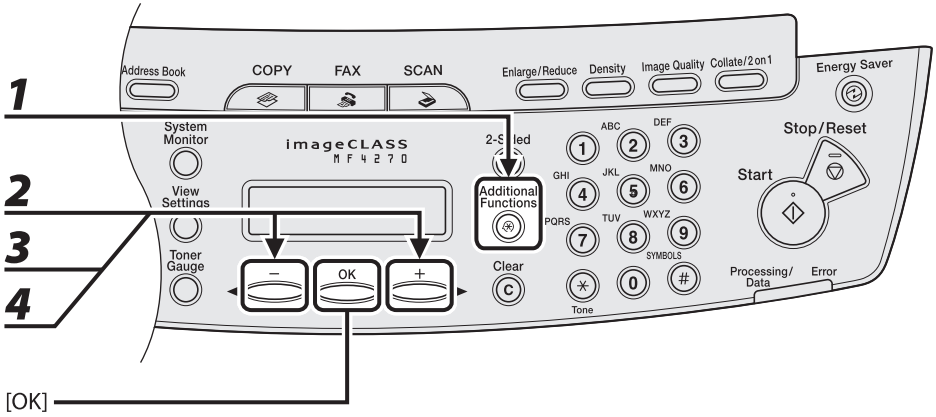
- Using One-Touch Speed Dialing Key (p. 4-22)
  You can specify fax/telephone numbers by pressing one-touch speed dialing keys. You can register up to 7 one-touch speed dialing keys, including group dialing.
- Using Coded Speed Dialing (p. 4-24)
  You can specify fax/telephone numbers by pressing [Coded Dial] followed by two-digit code. You can register up to 100 coded speed dialing codes.
- Using Group Dialing (p. 4-26)
  You can specify groups of fax/telephone numbers registered in one-touch speed dialing keys. You can register up to 50 fax/telephone numbers in a group dialing.
- Using Address Book Key (p. 4-28)
  You can specify fax/telephone numbers by pressing [Address Book] and searching a fax/telephone number from Address Book.

NOTE

– Recipients stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 7, "Remote UI," in the Reference Guide.
– For easy reference, print out the list of recipients registered in one-touch speed dialing keys or coded speed dialing codes. (See "REPORT SETTINGS," on p. 12-17.)

Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes

● Registering One-Touch Speed Dialing Keys/Coded Speed Dialing Codes



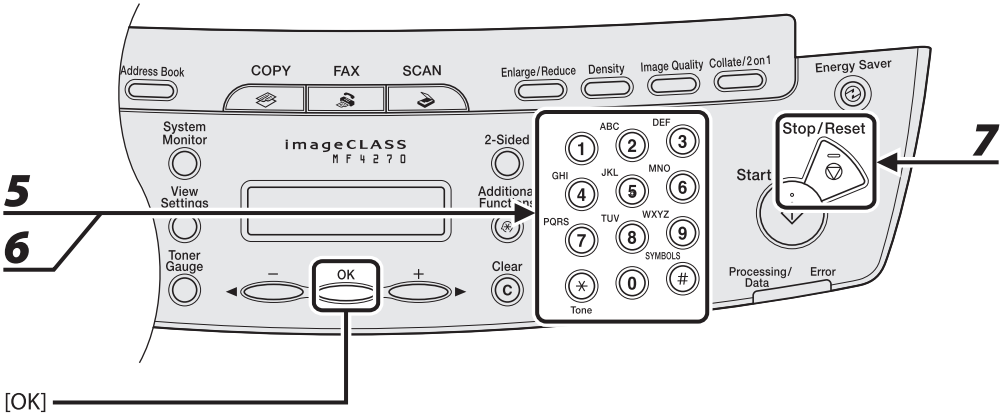
1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select a one-touch speed dialing key (01 to 07) or coded speed dialing code (00 to 99) for which you want to register the fax/telephone number, then press [OK].**

You can also select a one-touch speed dialing key or coded speed dialing code by pressing the corresponding one-touch speed dialing key, or [Coded Dial] followed by the desired two-digit code.



5 Enter the recipient's name (max. 20 letters, including spaces) with the numeric keys, then press [OK].

Ex.

```
NAME                    [A]
Can
```

6 Enter the fax/telephone number you register (max. 50 digits, including spaces and pauses) with the numeric keys, then press [OK].

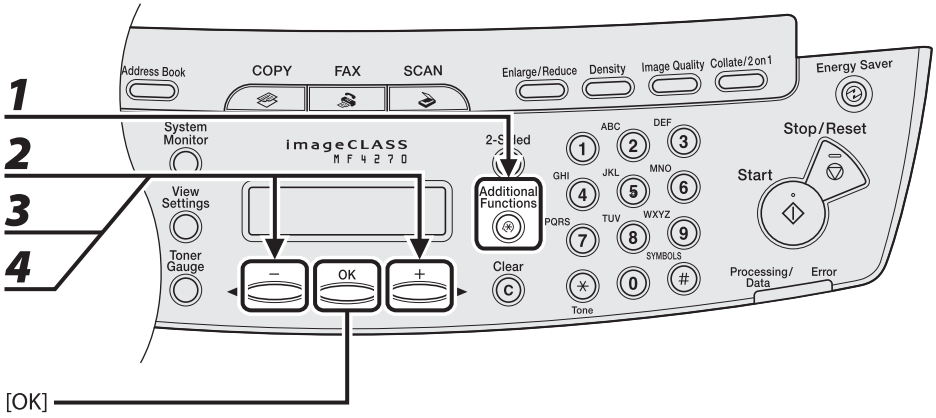
Ex.

```
TEL NUMBER ENTRY
012XXXXXXX_
```

To register another one-touch speed dialing key or coded speed dialing code, repeat the procedure from step 4.

7 Press [Stop/Reset] to return to the standby mode.

● Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes



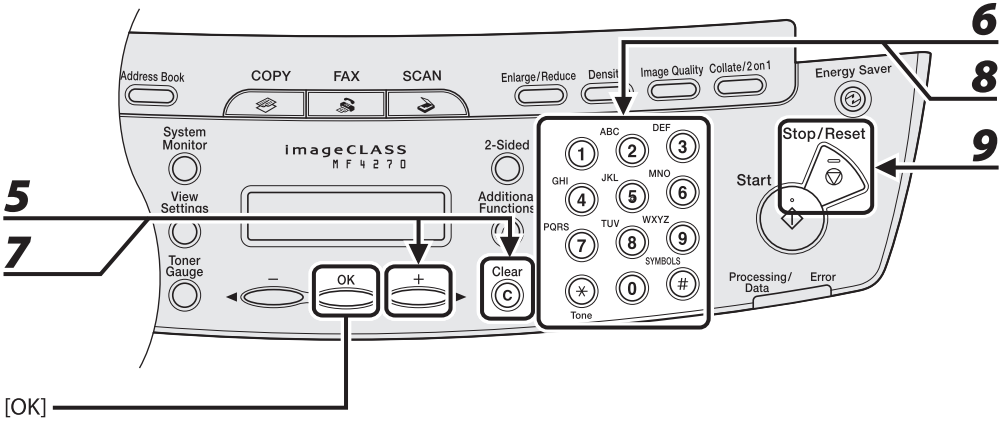
1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select the one-touch speed dialing key (01 to 07) or coded speed dialing code (00 to 99) you want to edit, then press [OK].**

You can also select a one-touch speed dialing key or coded speed dialing code by pressing the corresponding one-touch speed dialing key, or [Coded Dial] followed by the two-digit code.



5 **Press [+►] repeatedly to go to the character you want to change, then press [Clear].**

To delete the entire entry, press and hold [Clear].

6 **Enter a new character with the numeric keys, then press [OK].**

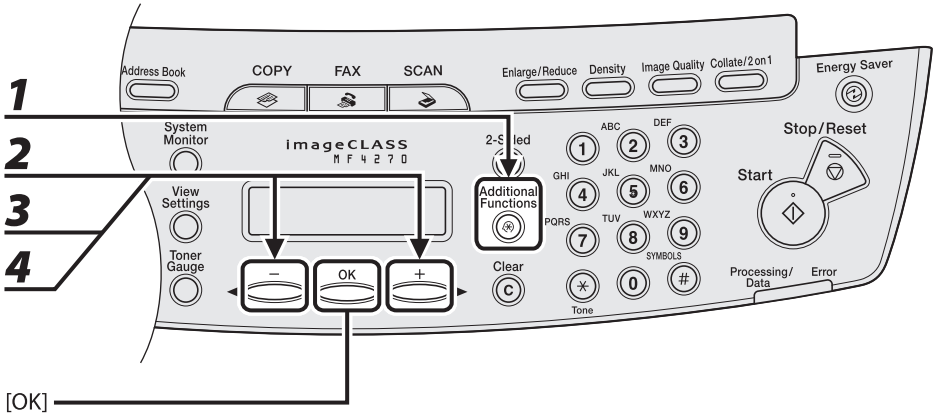
7 **Press [+►] repeatedly to go to the wrong digit, then press [Clear] to delete it.**

To delete the entire entry, press and hold [Clear].

8 **Enter a new number with the numeric keys, then press [OK].**

9 **Press [Stop/Reset] to return to the standby mode.**

● Deleting One-Touch Speed Dialing Keys/Coded Speed Dialing Codes



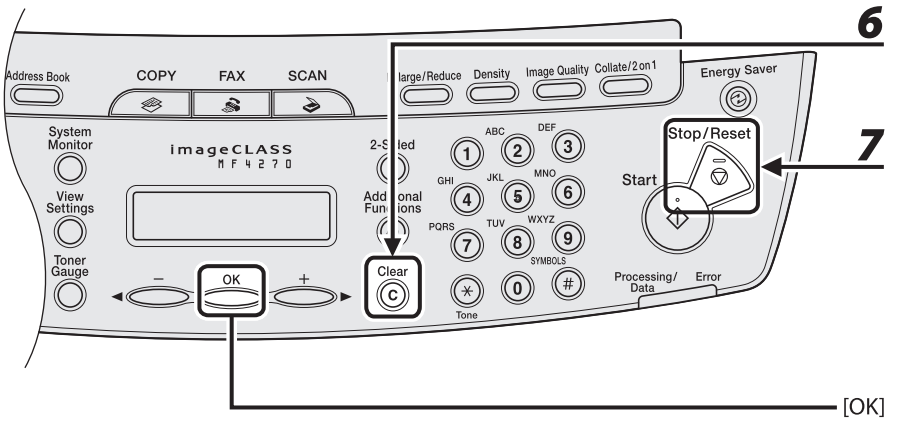
1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select the one-touch speed dialing key (01 to 07) or coded speed dialing code (00 to 99) you want to delete, then press [OK].**

You can also select a one-touch speed dialing key or coded speed dialing code by pressing the corresponding one-touch speed dialing key, or [Coded Dial] followed by the two-digit code.



5 **Press [OK].**

6 **Press and hold [Clear] to delete the entire entry, then press [OK].**

NOTE

If you delete the fax/telephone number, the registered name is cleared automatically.

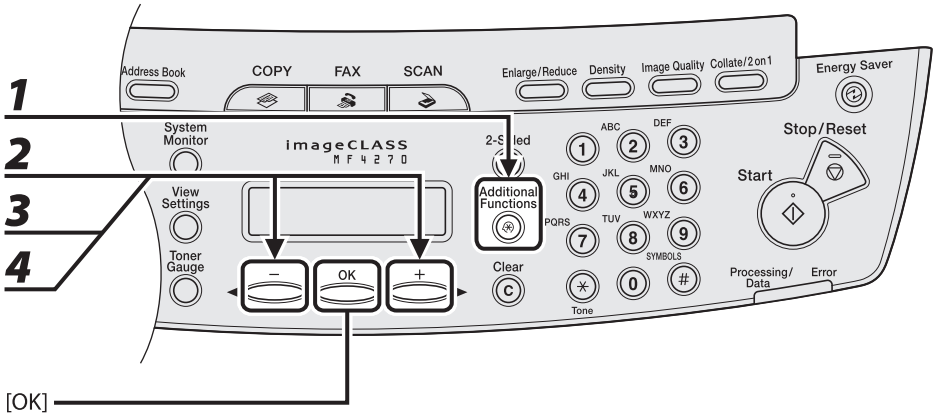
7 **Press [Stop/Reset] to return to the standby mode.**

Storing/Editing Recipients for Group Dialing

NOTE

The recipients must be registered in one-touch speed dialing keys or coded speed dialing codes beforehand.

● Registering Recipients for Group Dialing



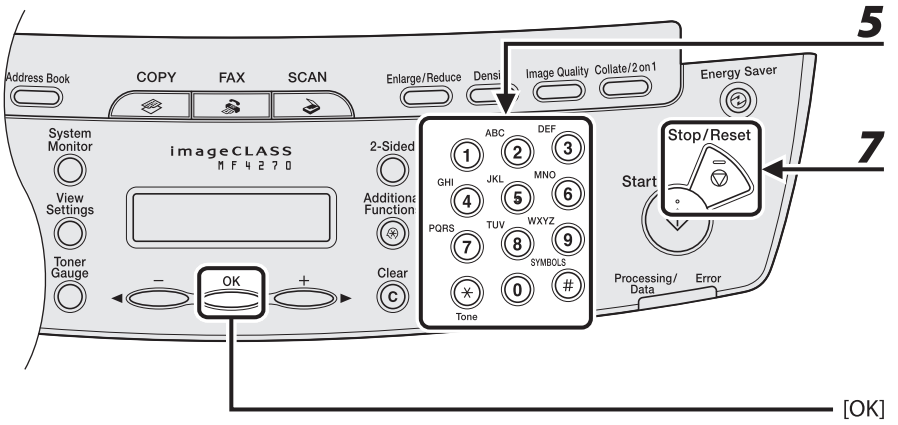
1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select an empty one-touch speed dialing key that you want to set as the group dialing, then press [OK].**

You can also select a one-touch speed dialing key by pressing the corresponding one-touch speed dialing key.



5 Enter the group name (max. 20 letters, including spaces) with the numeric keys, then press [OK].

To register another group, repeat the procedure from step 4.

Ex.

```
NAME                    [A]
Canon Group
```

6 Select the recipients you want to register in the group (max. 50 recipients) until all recipients are registered, then press [OK].

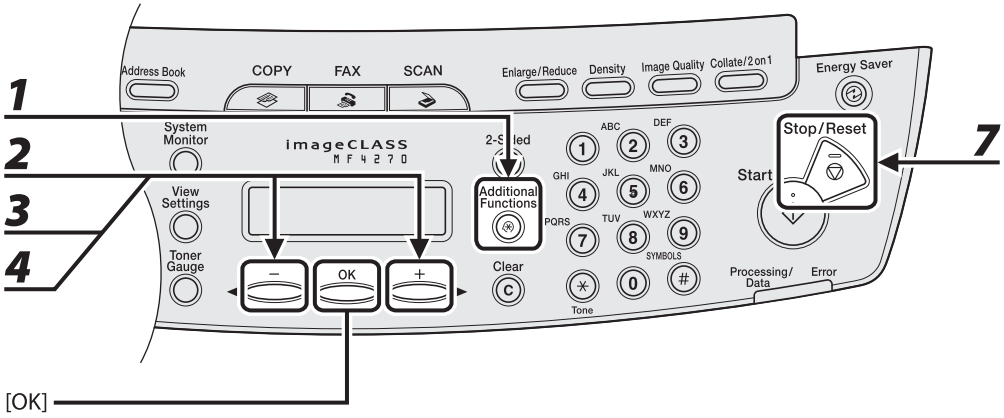
To enter a recipient stored under a one-touch speed dialing key, press the desired one-touch speed dialing key.
To enter a recipient stored under a coded speed dialing code, press [Coded Dial], then enter the two-digit code with the numeric keys. For multiple entries, press [Coded Dial] between each entry.

NOTE

You can review the recipients which have been already entered with [◄–] or [+►].

7 Press [Stop/Reset] to return to the standby mode.

● Adding New Recipients to Group



1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select a group to edit, then press [OK].**

You can specify a group to edit by pressing the corresponding one-touch speed dialing key.

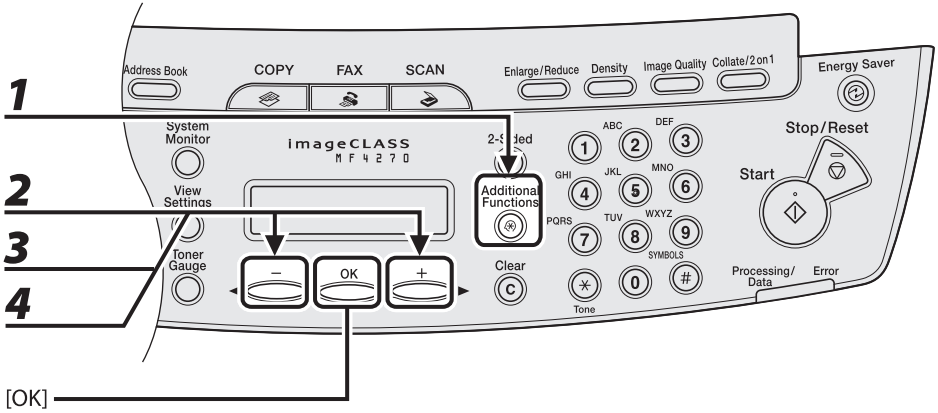
5 **Press [OK].**

6 **Select the recipient you want to add to the group, then press [OK].**

For details on specifying a recipient from Address Book, see "Registering Recipients for Group Dialing," on p. 4-13.

7 **Press [Stop/Reset] to return to the standby mode.**

● Deleting Recipients from Group



1 **Press [Additional Functions].**

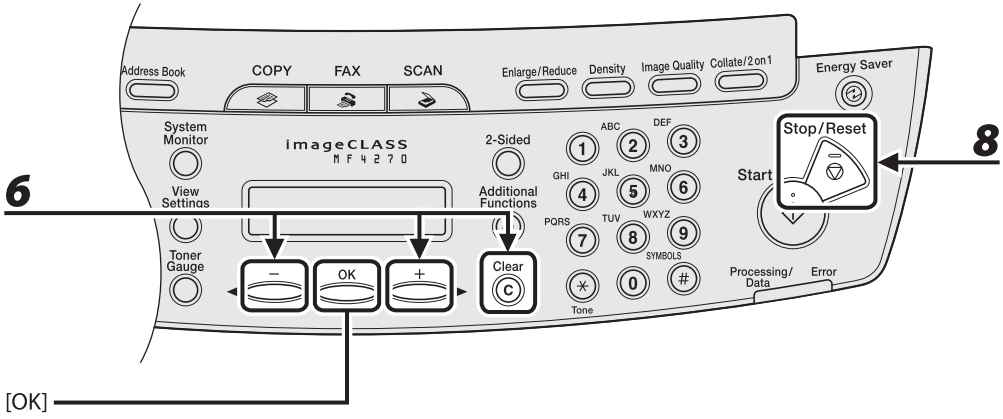
2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select a group to edit, then press [OK].**

You can specify a group to edit by pressing the corresponding one-touch speed dialing key.

5 **Press [OK].**



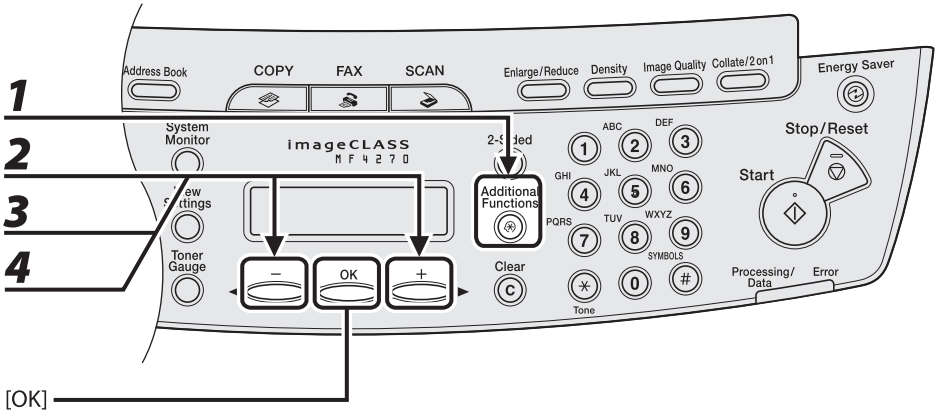
6 **Press [◄−] or [+►] to display the recipient you want to delete from the group, then press [Clear].**

Repeat this step if you want to delete another recipient.

7 **Press [OK].**

8 **Press [Stop/Reset] to return to the standby mode.**

● Changing Group Name



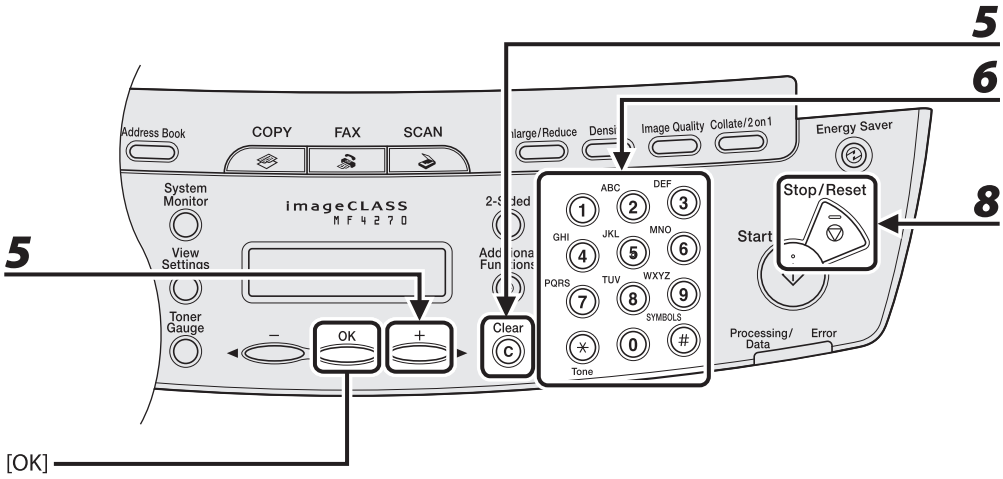
1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select a group to edit, then press [OK].**

You can specify a group to edit by pressing the corresponding one-touch speed dialing key.



5 **Press [+►] repeatedly to go to the character you want to change, then press [Clear].**

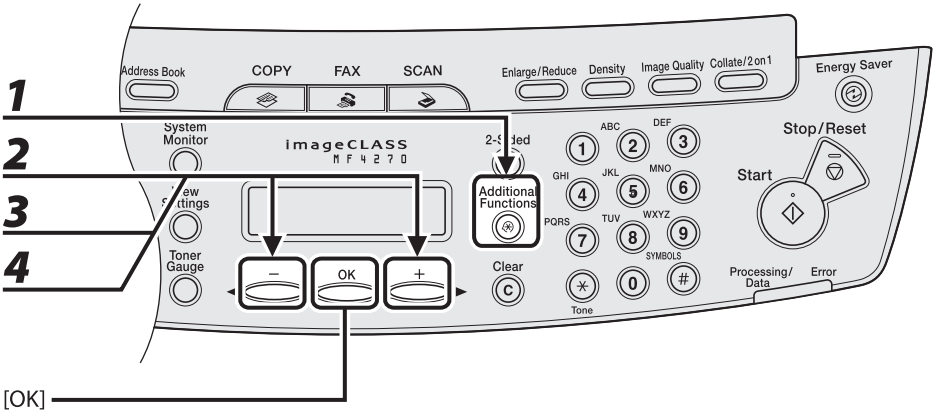
To delete the entire name, press and hold [Clear].

6 **Enter a new character with the numeric keys, then press [OK].**

7 **Press [OK].**

8 **Press [Stop/Reset] to return to the standby mode.**

● Deleting Group Dialing



1 **Press [Additional Functions].**

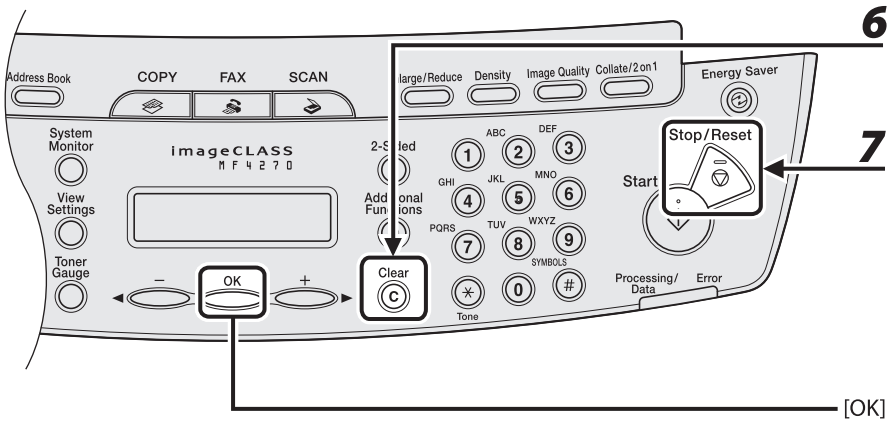
2 **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄−] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄−] or [+►] to select a group to delete, then press [OK].**

You can specify a group to delete by pressing the corresponding one-touch speed dialing key.

5 **Press [OK].**



6 Press [Clear] repeatedly until all recipients are deleted, then press [OK].

NOTE

When you delete all recipients, the registered name is cleared automatically.

7 Press [Stop/Reset] to return to the standby mode.

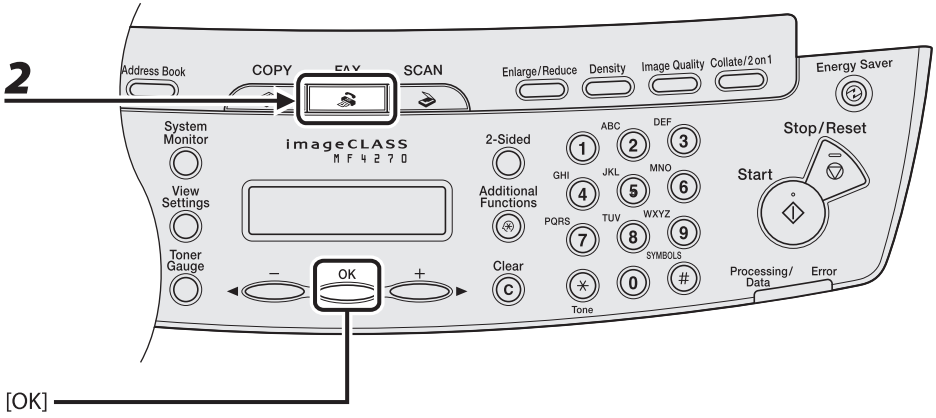
Specifying Recipients

Follow the procedure below to send documents to registered recipients.

Using One-Touch Speed Dialing Keys

NOTE

To use this feature, you must register recipients in one touch speed dialing keys beforehand. (See "Storing/ Editing Address Book," on p. 4-6.)



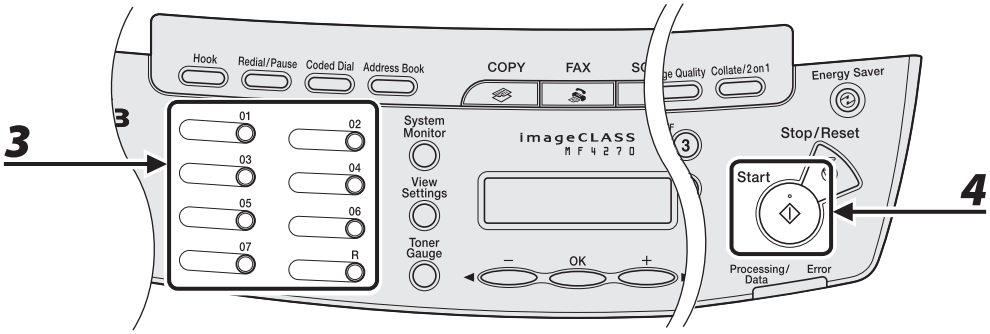
---

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.



3 Press the desired one-touch speed dialing key (01 to 07).

If you pressed a wrong key, press [Stop/Reset] and try again.

Ex.

```
= 0 1 2 3 X X X X X X
[ 0 5 ] C A N O N  U S A
```

4 Press [Start].

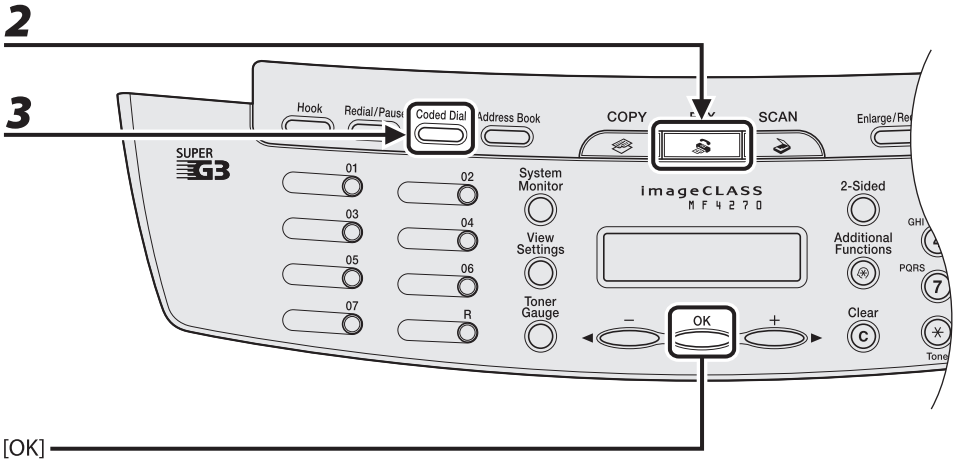
When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start sending.

Using Coded Speed Dialing Codes

You can specify up to 100 recipients using coded speed dialing codes.

NOTE

To use this feature, you must register recipients in coded speed dialing codes beforehand. (See "Storing/Editing Address Book," on p. 4-6.)



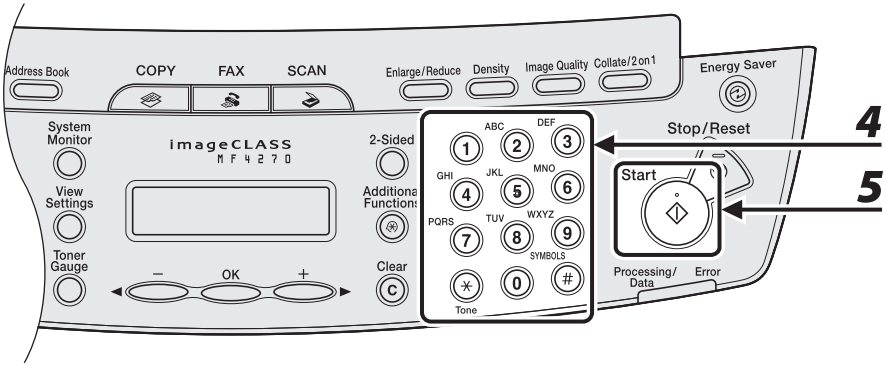
1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

3 Press [Coded Dial].



4 Enter the desired two-digit code (00 to 99) with the numeric keys.

Ex.

```
= 0 1 2 X X X X X X X
[ * 0 1 ] C A N O N
```

If you entered a wrong code, press [Stop/Reset], then try again from step 3.

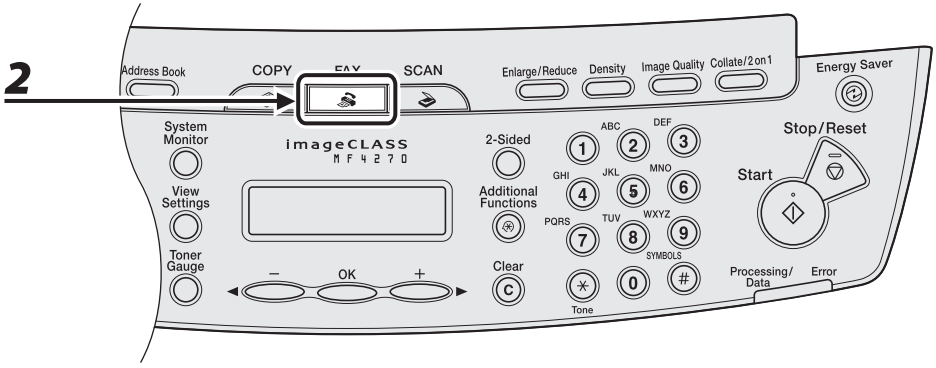
5 Press [Start].

When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start sending.

Group Dialing

NOTE

To use this feature, you must register recipients in a group dialing beforehand. (See "Storing/Editing Address Book," on p. 4-6.)

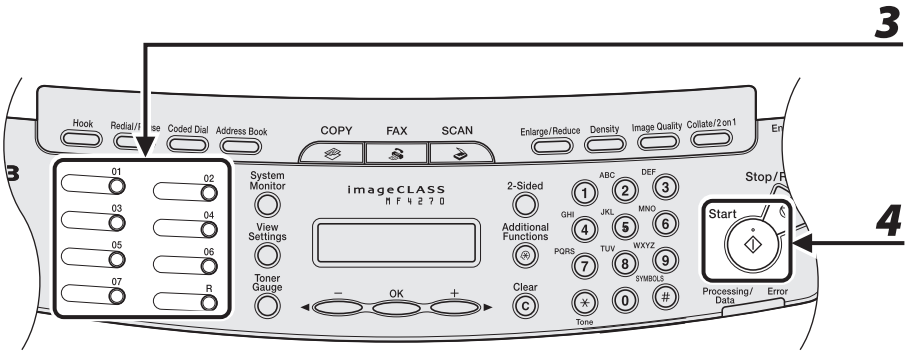


1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.



3 Press the one-touch speed dialing key under which the desired group dialing is registered.

If you pressed a wrong key, press [Stop/Reset], and perform step 3 again.

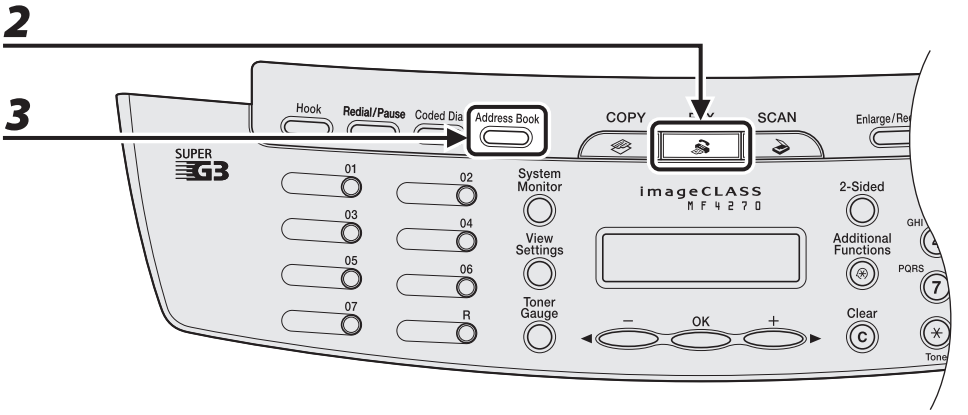
4 Press [Start].

When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start sending.

Using Address Book Key

Address book dialing enables you to search for a particular recipient registered in the machine. This is useful when you forget which one-touch speed dialing key or coded speed dialing the recipient you want is registered under.
You can either go through all the recipients registered in the machine (LIST), or look up a particular one by their name (SEARCH).

● Listing All Recipients



1 **Set documents.**

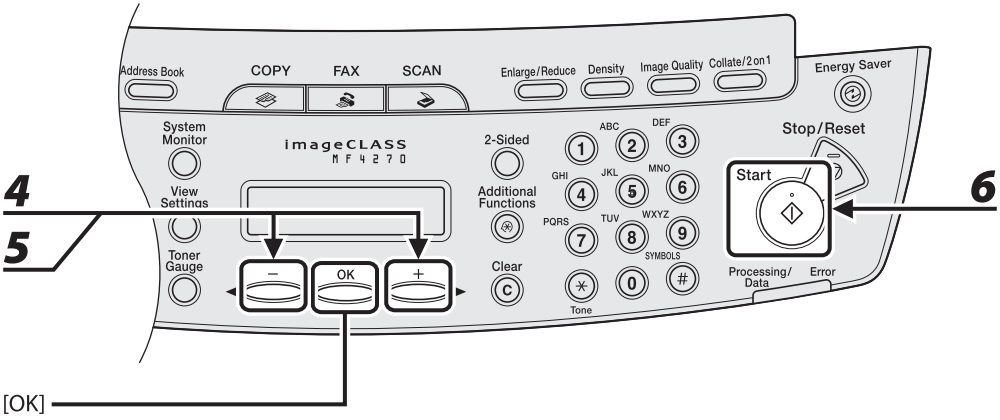
Place the first page on the platen glass if you are not using the ADF.

2 **Press [FAX].**

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

3 **Press [Address Book].**

If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.



4 Press [◄−] or [+►] to select <LIST>, then press [OK].

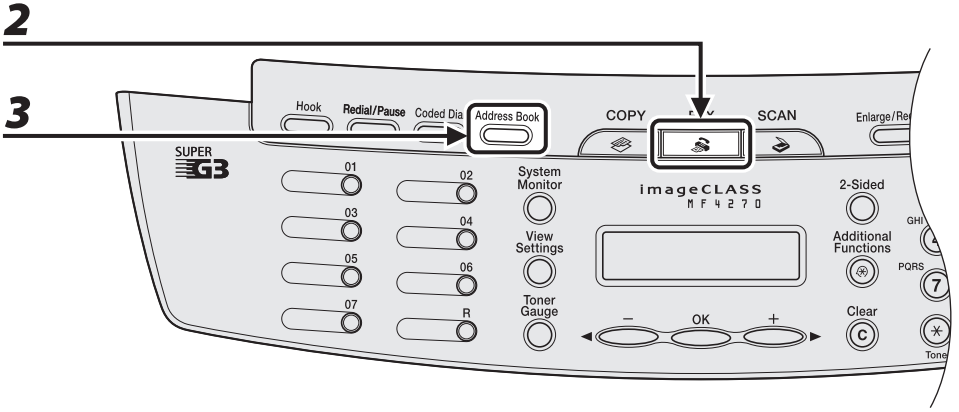
5 Press [◄−] or [+►] to find the required recipient.

- The recipients are listed in the order of one-touch speed dialing keys (01 to 07), and coded speed dialing codes (00 to 99).
- For a one-touch speed dialing key or coded speed dialing code with no recipient name registered, their fax number is displayed.

6 Press [Start].

When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

● Looking Up a Recipient



1 Set documents.

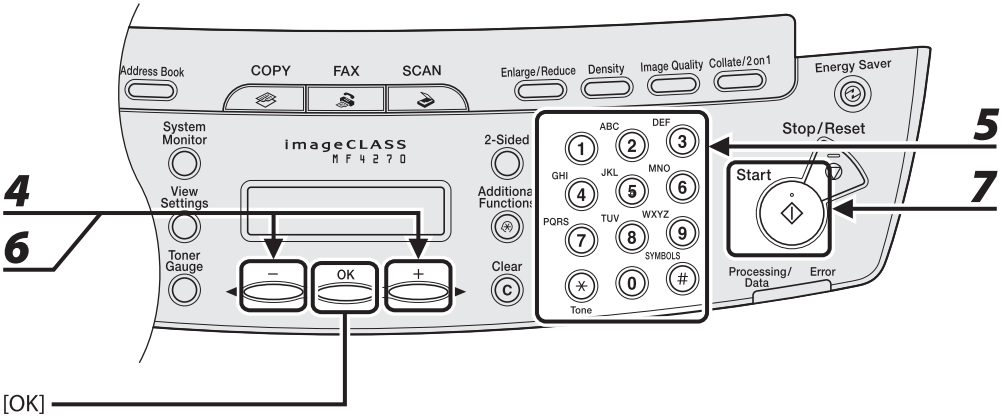
Place the first page on the platen glass if you are not using the ADF.

2 Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

3 Press [Address Book].

If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.



4 **Press [◄−] or [+►] to select <SEARCH>, then press [OK].**

5 **Use the numeric keys to enter up to 10 first characters of the recipient's name, then press [OK].**

Ex.

```
SEARCH                    [A]
CANON
```

- Enter uppercase letters for a recipient registered in uppercase letters and enter lowercase letters for a recipient registered in lowercase letters.
- When the search is complete, the number of recipients that match the characters you entered is displayed in parentheses.
- Press [Clear] to run a new search.

6 **Press [◄−] or [+►] to find the required recipient.**

7 **Press [Start].**

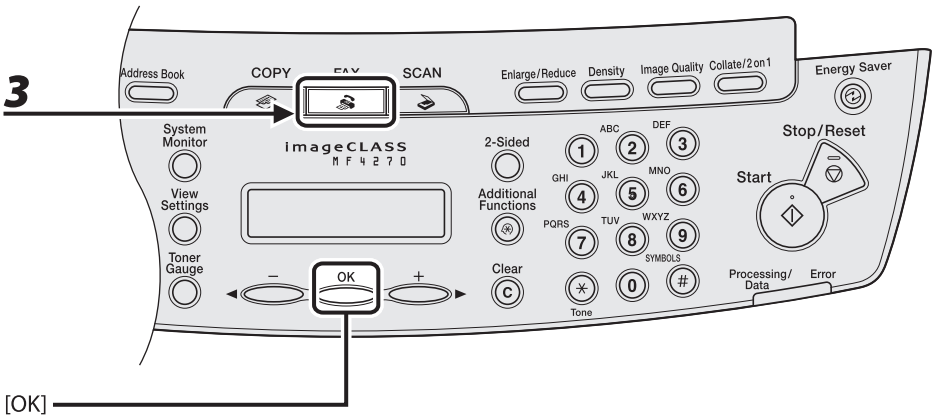
When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

Manual Sending

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

NOTE

– You cannot use the platen glass for manual sending.
– You cannot use group dialing for manual sending.



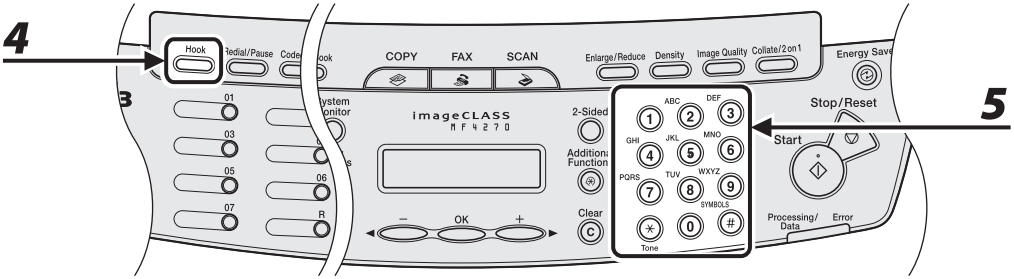
1 Connect the optional handset or an external telephone to the machine if you want to talk to the recipient before sending a document.

For details on how to connect the optional handset or an external telephone to the machine, see "Before FAX Setting," in the Starter Guide.

2 Load the document in the ADF.

3 Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.



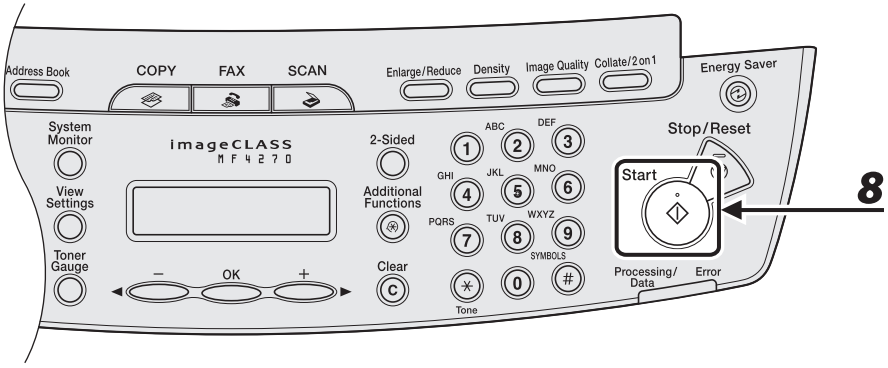
4 Press [Hook] or pick up the optional handset or handset of your external telephone.

If you press [Hook], you can temporarily adjust the monitor tone volume with [◄–] and [+►].

5 Dial the recipient's fax/telephone number.

NOTE

Make sure to confirm the dial tone before entering a fax/telephone number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.



6 Talk through the handset to the recipient.

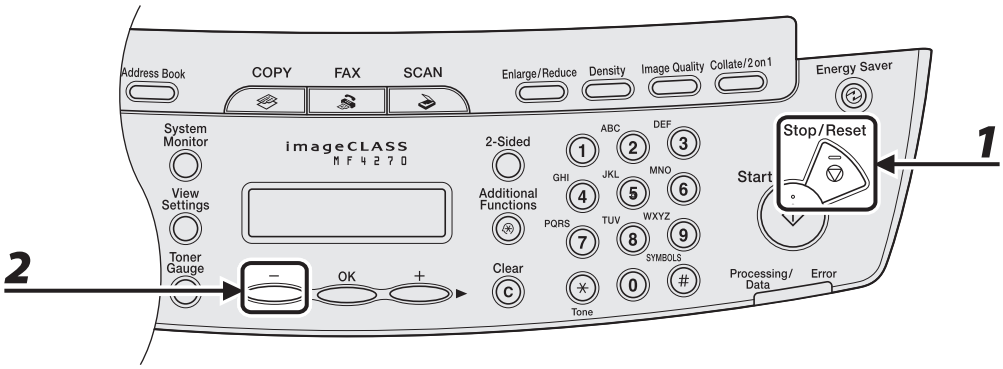
If you press [Hook] in step 4, you can pick up the handset when you hear the recipient's voice.
If you hear a high-pitched signal instead of the recipient's voice, go to step 8.

7 Ask the recipient to set their fax machine to receive faxes.

8 When you hear a high-pitched signal, press [Start], then hang up the handset.

Canceling TX Jobs

Follow the procedure below to cancel an ongoing fax job.



---

1 **Press [Stop/Reset].**

2 **When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.**

```
CANCEL DURING TX/RX?
 < YES          NO >
```

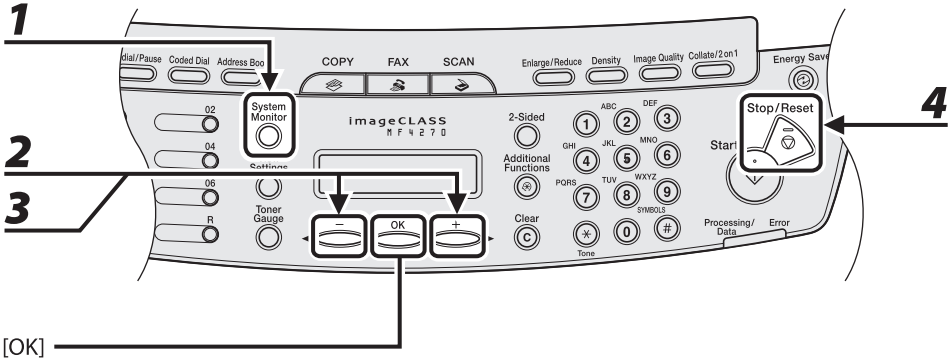
NOTE

– Remove any unscanned documents from the ADF.
– If you are in the copy or scan standby mode and want to cancel a fax job, press [FAX] to return to the fax mode first.

Checking and Deleting TX Jobs

System monitor enables you to view the transmission results, monitor the status of the send jobs currently being processed.

Checking Transmission Results



---

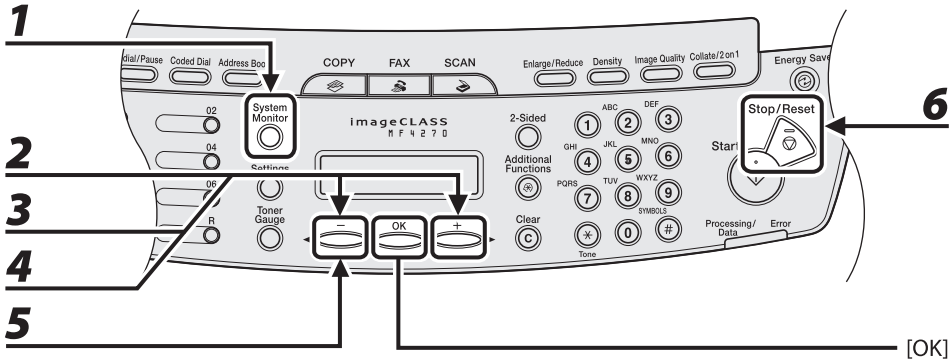
1 **Press [System Monitor].**

2 **Press [◄−] or [+►] to select <TX/RX LOG>, then press [OK].**

3 **Press [◄−] or [+►] to view the required transmission result.**

4 **Press [Stop/Reset] to return to the standby mode.**

Checking and Deleting Fax Documents Stored in Memory



1 **Press [System Monitor].**

2 **Press [◄—] or [+►] to select <TX STATUS>, then press [OK].**

3 **Press [◄—] or [+►] to scroll through the job list.**

If you want to delete the job, go to step 4. Otherwise, press [Stop/Reset] to return to the standby mode.

4 **Press [◄—] or [+►] to select the desired job, then press [OK].**

NOTE

For <BROADCAST>, all recipients entered for a broadcasting job will be canceled.

5 **Press [◄—] to select <YES>.**

If you do not want to cancel the job, press [+►] to select <NO>.

6 **Press [Stop/Reset] to return to the standby mode.**

5 Receiving Documents

Basic Receiving Method 5-2
Canceling RX Jobs 5-4
Checking Reception Results 5-5

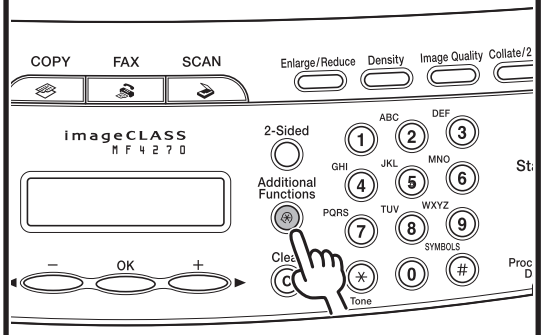
Basic Receiving Method

Follow this procedure to set the machine for receiving faxes.
For advanced receiving features, see Chapter 4, "Sending and Receiving," in the Reference Guide.

NOTE

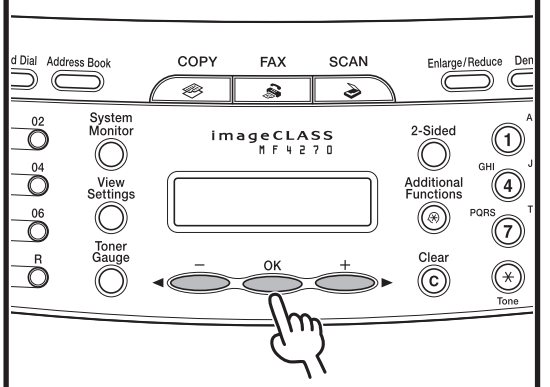
Any data stored in the memory, including received fax documents, will be deleted if you turn off the main power switch of the machine.

1 Enter the Setting Menu



Press [Additional Functions].

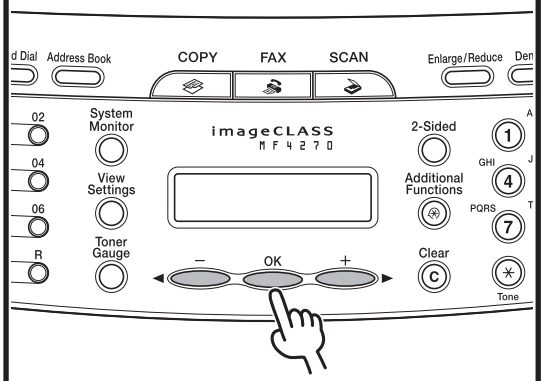
2 Enter the Receive Mode



Press [◄ —] or [+ ►] to select <FAX SETTINGS>, then press [OK].

Press [◄ —] or [+ ►] to select <RX MODE>, then press [OK].

3 Select the Receive Mode



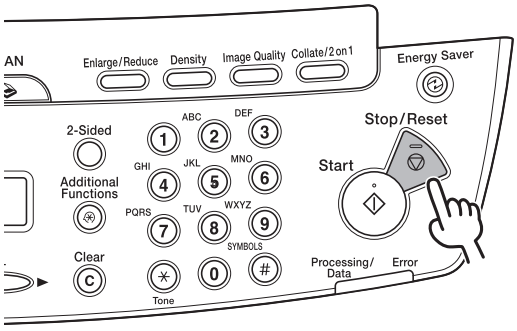
Press [◄—] or [+ ►] to select the receive mode, then press [OK].

<FaxOnly>: Answers all calls as faxes.
<AnsMode>: Receives faxes automatically and records voice messages.
<NET SWITCH>: Distinguishes between fax and voice calls.
<FaxTel>: Switches between fax and voice calls automatically if the optional handset or an external telephone is connected to the machine.
<MANUAL>: Does not answer any calls. You have to manually receive faxes.
For details on these settings, see Chapter 4, "Sending and Receiving," in the Reference Guide.

NOTE

- For <FaxTel> or <MANUAL>, make sure an optional handset or external telephone is connected to the machine.
- For <AnsMode>, make sure an external telephone with built in answering machine is connected to the machine.
- The <NET SWITCH> mode is available for certain countries only and requires subscription to a network switch service.

4 Exit the Setting Menu



Press [Stop/Reset] to return to the standby mode.

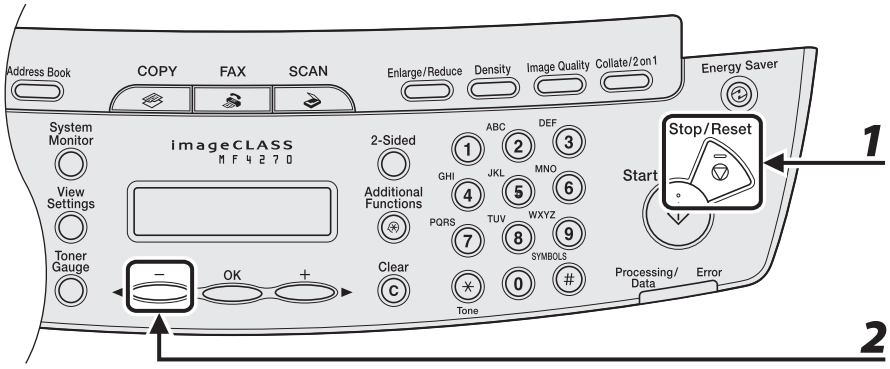
What if...

- **You press [Stop/Reset] to cancel a job:**
  The <CANCEL DURING TX/RX?> message appears. Press [◄—] to select <Yes>. The job is canceled, and the display returns to the standby mode.

- **The <OUT OF TONER/CHANGE TONER> message appears:**
  The toner cartridge is almost empty. Replace the toner cartridge or you can continue printing by setting <CONT. PRINTING> to <ON>. For details on this error message, see "Replacing the Toner Cartridge," on p. 10-10.

Canceling RX Jobs

Follow the procedure below to cancel an ongoing receive job.



---

1 **Press [Stop/Reset].**

2 **When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.**

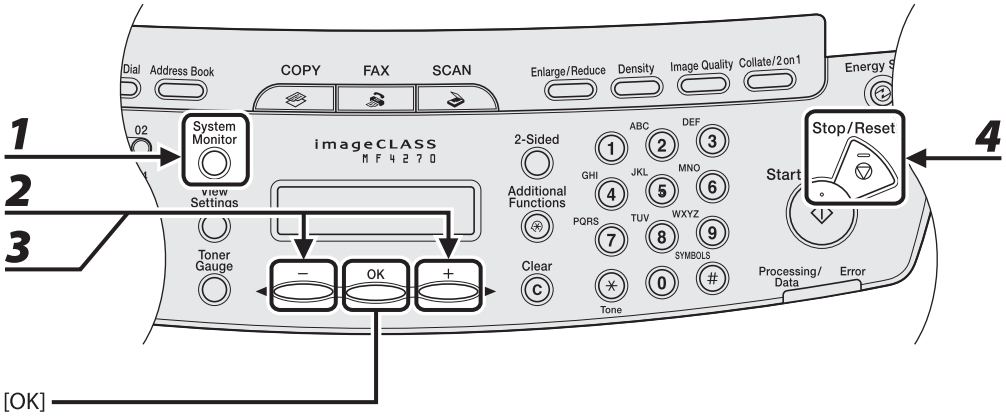
```
CANCEL DURING TX/RX?
 < YES          NO >
```

NOTE

If you are in the copy or scan standby mode and want to cancel a fax job, press [FAX] to return to the fax mode first.

Checking Reception Results

System monitor enables you to view the reception result.



---

1 **Press [System Monitor].**

2 **Press [◄−] or [+►] to select <TX/RX LOG>, then press [OK].**

3 **Press [◄−] or [+►] to view the required reception result.**

4 **Press [Stop/Reset] to return to the standby mode.**

6 Printing

Printing Documents **6-2**
Collate Printing **6-4**
2 on 1 Combination **6-5**
Two-Sided Printing **6-6**
Checking and Deleting Print Jobs **6-7**
Checking and Deleting Print Jobs 6-7

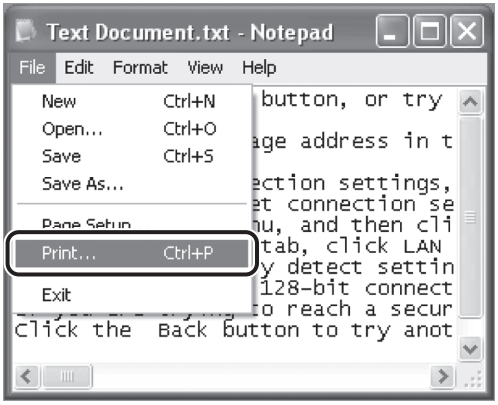
Printing Documents

Follow this procedure to print a document from your computer.
Make sure that the printer driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.
For details on printer driver settings, see Online Help.

NOTE

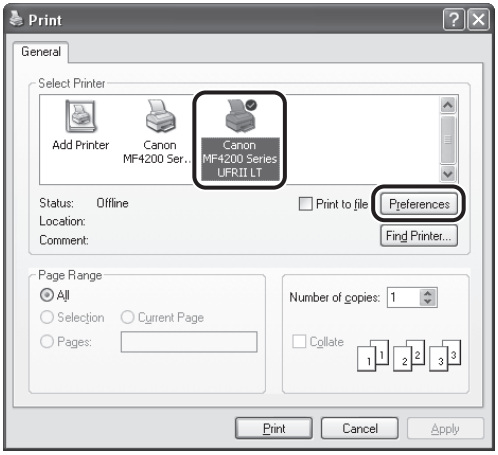
How to display the print screen or items on the screen may vary depending on your application and/or OS.

1 Start the Print Command



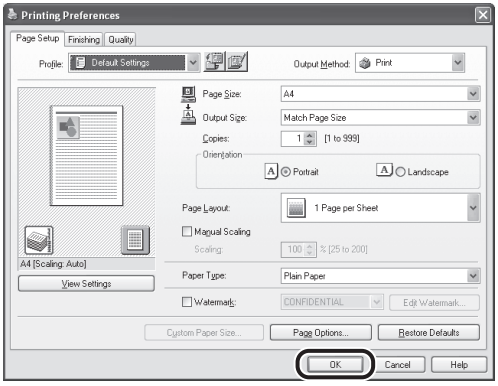
From an open document on an application, click [File] → [Print].

2 Select the Printer



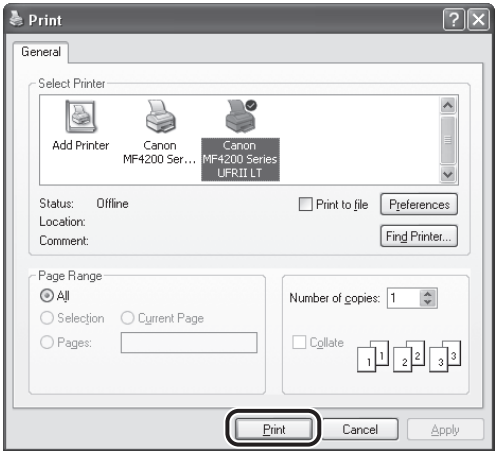
Select the printer icon for the machine ([Canon MF4200 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.

3 Adjust Preferences



After finished setting, click [OK].

4 Print the Document



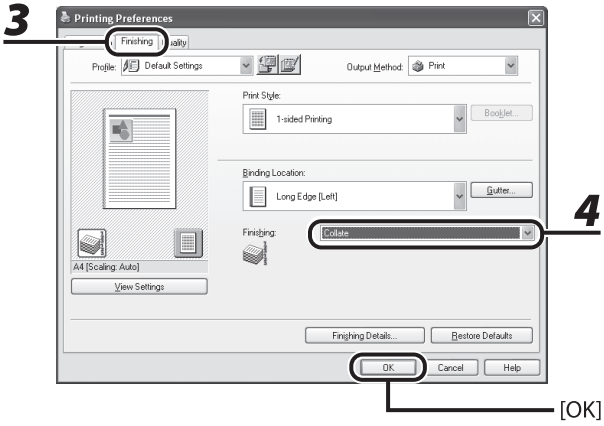
Click [Print] or [OK].

What if...

- **You want to cancel printing:**
  See Chapter 5, "Printing and Scanning," in the Reference Guide.

Collate Printing

You can print documents collated into sets arranged in page order. For example, when printing multiple copies of a 3-page document, the print order is 1, 2, 3, 1, 2, 3, and so on.



1 **From an open document on an application, click [File] → [Print].**

2 **Select the printer icon for the machine ([Canon MF4200 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.**

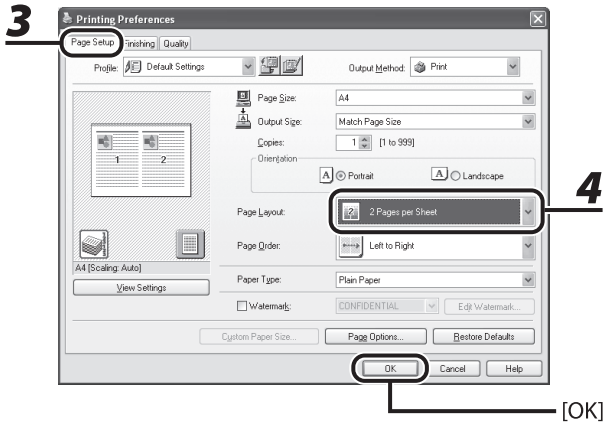
3 **Click the [Finishing] tab.**

4 **For [Finishing], select [Collate], then click [OK].**

5 **On the [Print] dialog box, click [Print] or [OK].**

2 on 1 Combination

2 on 1 combination automatically reduces two documents to fit on the selected paper size.



1 **From an open document on an application, click [File] → [Print].**

2 **Select the printer icon for the machine ([Canon MF4200 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.**

3 **Click the [Page Setup] tab.**

4 **For [Page Layout], select [2 Pages per Sheet], then click [OK].**

5 **On the [Print] dialog box, click [Print] or [OK].**

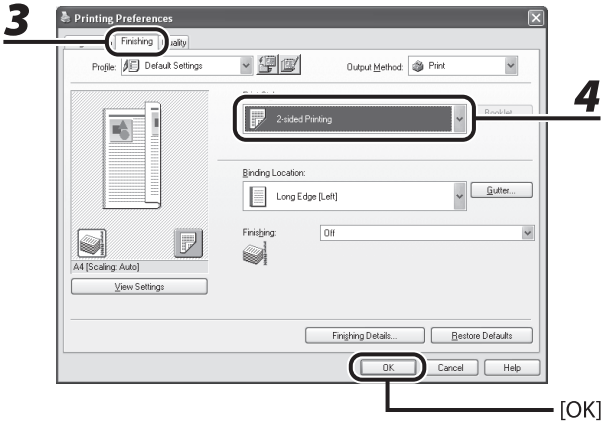
NOTE

– Other than [2 Pages per Sheet], you can also select [4 Pages per Sheet], [6 Pages per Sheet], [8 Pages per Sheet], [9 Pages per Sheet], or [16 Pages per Sheet]. If you select [Poster [2 x 2]], [Poster [3 x 3]], or [Poster [4 x 4]], you can print out a poster that consists of multiple sheets of paper.

– When reducing multiple pages to fit on a sheet, you can also select the page order from the [Page Order] pull-down menu.

Two-Sided Printing

Two-sided printing enables you to make two-sided printouts.



1 **From an open document on an application, click [File] → [Print].**

2 **Select the printer icon for the machine ([Canon MF4200 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.**

3 **Click the [Finishing] tab.**

4 **For [Print Style], select [2-sided Printing], then click [OK].**

5 **On the [Print] dialog box, click [Print] or [OK].**

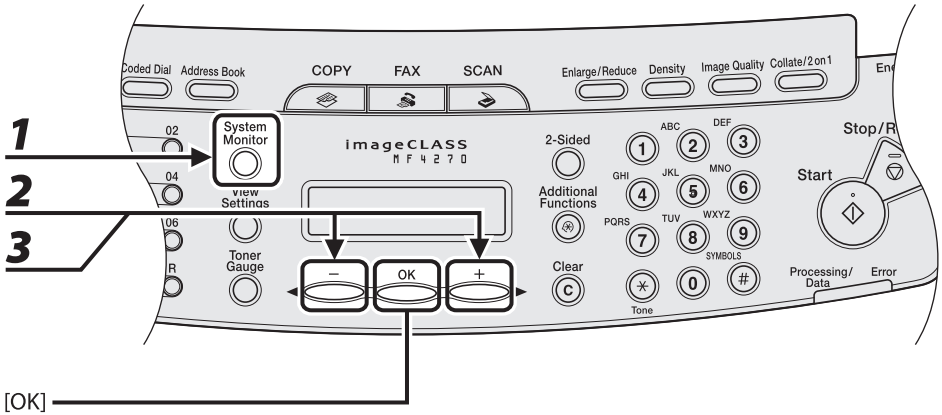
Checking and Deleting Print Jobs

System monitor enables you to monitor the status of the print jobs currently being processed.

NOTE

Make sure that the Processing/Data indicator is turned on. When the Processing/Data indicator is turned off, all print jobs are erased from the memory.

Checking and Deleting Print Jobs

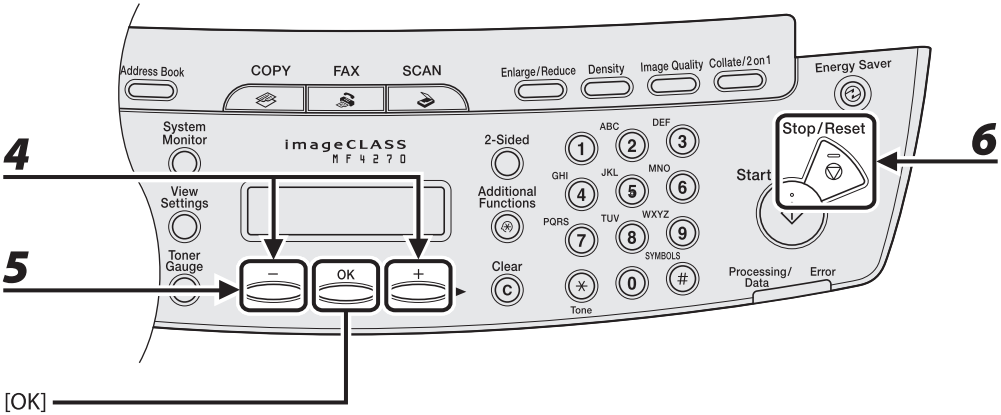


1 **Press [System Monitor].**

2 **Press [◄—] or [+►] to select <PRINT STATUS>, then press [OK].**

3 **Press [◄—] or [+►] to scroll through the job list, and check the status of the print jobs.**

If you want to delete the job, go to step 4. Otherwise, press [Stop/Reset] to return to the standby mode.



4 **Press [◄−] or [+►] to select the desired job, then press [OK].**

5 **Press [◄−] to select <YES>.**

If you do not want to cancel the job, press [+►] to select <NO>.

6 **Press [Stop/Reset] to return to the standby mode.**

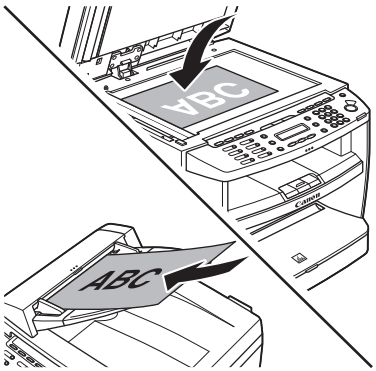
7 Scanning

Scanning to a Computer (USB connection only) **7-2**
Canceling Scan Jobs **7-4**
Canceling Scan Jobs to a Computer 7-4

Scanning to a Computer (USB connection only)

Follow this procedure to scan a document to your computer.
Make sure that the scanner driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.
For details on scanner driver settings, see the Scanner Driver Guide (in the User Software CD).

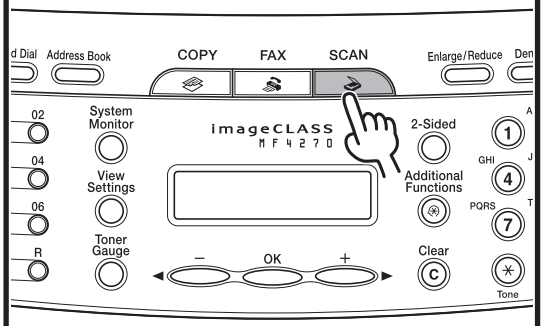
1 Set Documents



Place the first page on the platen glass if you are not using the ADF.

For documents you can fax, see "Document Requirements," on p. 2-2.

2 Enter the Scan Mode



Press [SCAN].

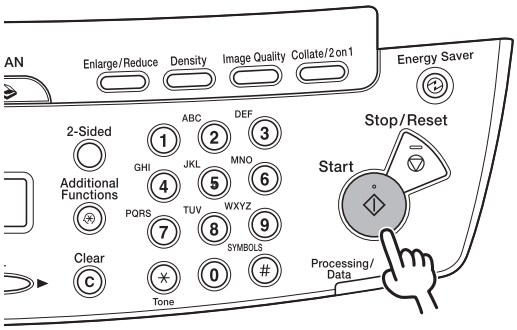
The SCAN indicator lights up and the machine enters scan standby mode.

3 Set Scan Function

Start MF Toolbox, then select the scan format.

The mark will be displayed above the button you select.

4 Start Scanning



Press [Start].

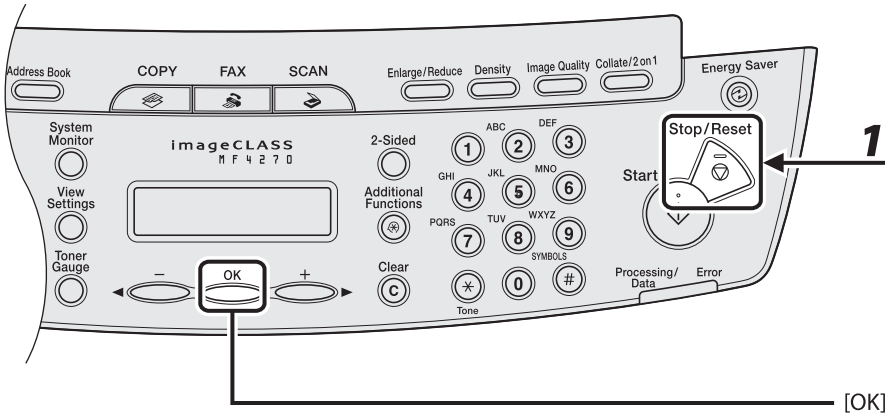
What if...

- **You want to cancel scanning:**
  Press [Stop/Reset] on the operation panel, then click [OK] on the computer screen.

Canceling Scan Jobs

Follow the procedure below to cancel an ongoing scan job.

Canceling Scan Jobs to a Computer



1 **Press [Stop/Reset].**

2 **Click [OK] on the computer screen.**

8 PC Faxing

PC Faxing 8-2

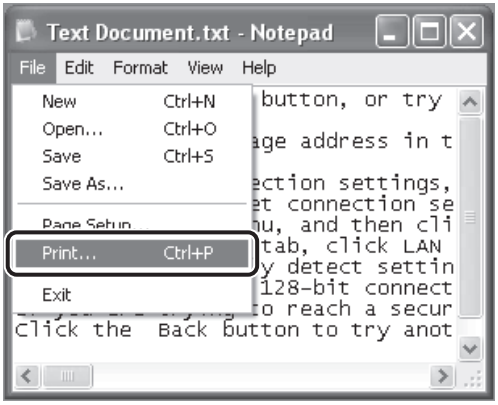
PC Faxing

Follow this procedure to send a fax from your computer.
Make sure that the fax driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.
For details on fax driver settings, see Online Help.

NOTE

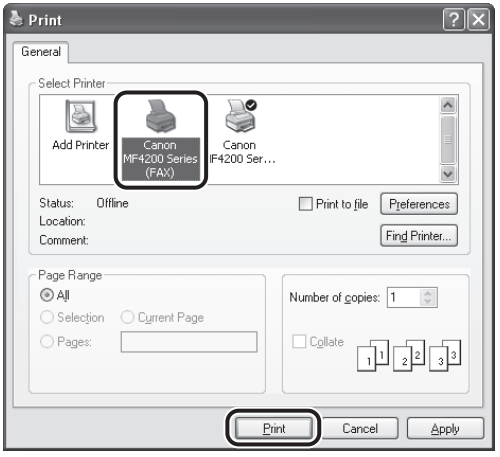
How to display the print screen or items on the screen may vary depending on your application and/or OS.

1 Start the Print Command



From an open document on an application, click [File] → [Print].

2 Select the Fax

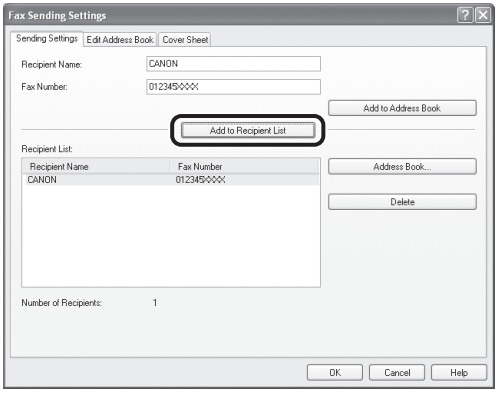


Select the fax icon ([Canon MF4200 Series (FAX)]), then click [Print] or [OK].

What if...

- **You want to adjust the fax properties:** Click [Preferences] or [Properties] and adjust the settings.

3 Set the Recipient

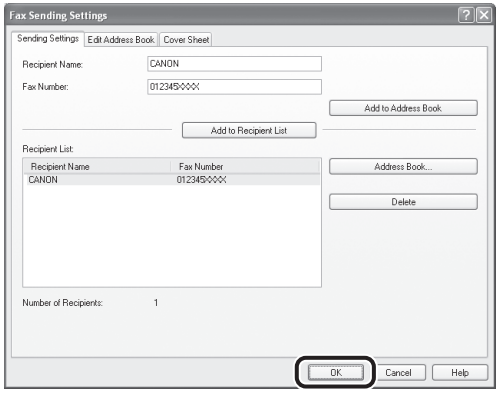


Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].

What if...

- **You want to send a fax with a cover sheet:**
  Click the [Cover Sheet] tab and set the format for the cover sheet attachment.

4 Send the Document



Click [OK] in the Fax Sending Settings.

What if...

- **You want to cancel sending a fax:**
  See Chapter 4, "Sending and Receiving," in the Reference Guide.

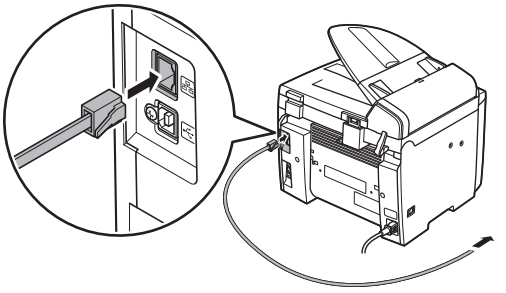
9 Remote UI

Remote UI 9-2

Remote UI

Follow this procedure for Remote UI management.
For details, see Chapter 7, "Remote UI," in the Reference Guide.

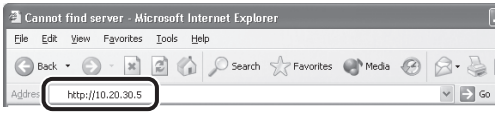
1 Prepare the Network



Set up the machine for use in a network, then connect the machine and the PC to your network router or a hub.

For details, see "Software Settings with Computer," in the Starter Guide.

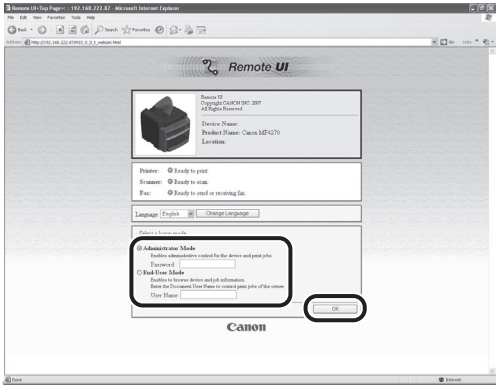
2 Startup



Start the web browser, enter the IP address of the machine, then press [Enter] on the keyboard.

For details on how to check the IP address, see "Checking Network Settings," in the Reference Guide.

3 Log on

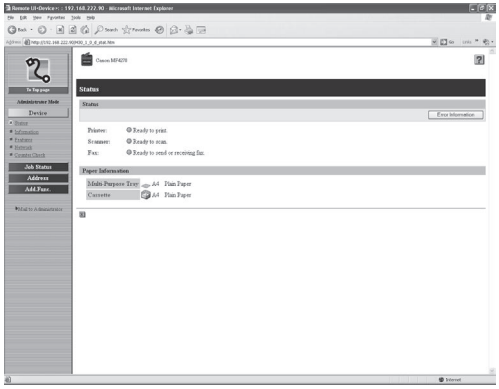


Select the user mode, then click [OK].

NOTE

If no password is set, you can log on without entering a password.

4 Operate the Machine



Now you can manage the machine on the web browser.

For details, see Chapter 7, "Remote UI," in the Reference Guide.

10 Maintenance

Cleaning the Machine 10-2
Exterior 10-2
Interior 10-3
Fuser Roller 10-7
Scanning area 10-8
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Redistributing Toner 10-11
Replacing the Toner Cartridge with a New One 10-14
Transporting the Machine 10-19

Cleaning the Machine

Note the following before cleaning your machine:

- **Make sure no document is stored in memory, then turn off the main power switch and disconnect the power cord.**
- **Use a soft cloth to avoid scratching the components.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.**

CAUTION

Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.

NOTE

When you turn off the main power switch, the documents stored in memory will be erased. To check the jobs stored in memory, see the following:

- "Checking and Deleting Fax Documents Stored in Memory," on p. 4-37
- "Checking and Deleting Print Jobs," on p. 6-7

Exterior

1 **Turn off the main power switch and disconnect the power cord.**

2 **Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.**

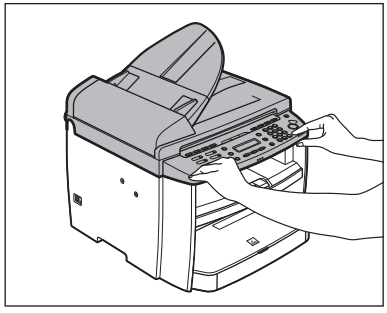
3 **Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.**

Interior

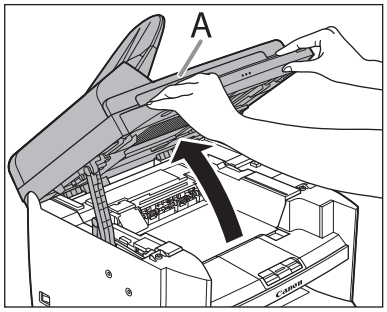
Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

1 **Turn off the main power switch and disconnect the power cord.**

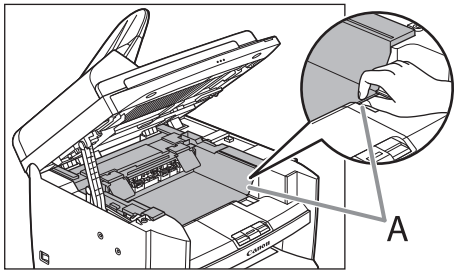
2 **Hold the front side of the operation panel with your hands.**



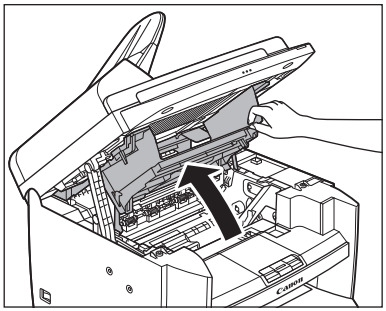
3 **Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")**



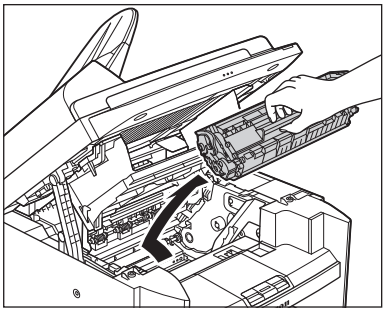
4 **Hold the grip (A) on the right front side of the toner cover.**



5 Open the toner cover.

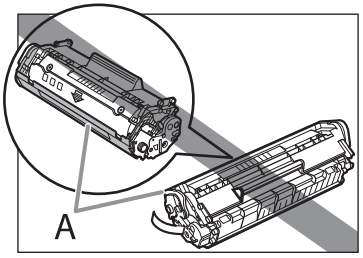


6 Remove the toner cartridge.



CAUTION

– Do not touch the rollers and parts which have labels “CAUTION! Hot surface avoid contact” on. They become very hot during use.
– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.



– Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

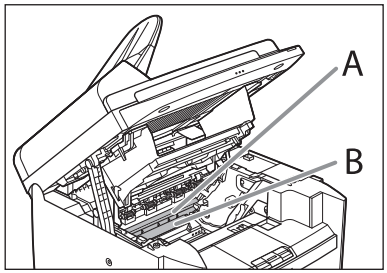
NOTE

Always hold the toner cartridge by its handle.

7 Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.

CAUTION

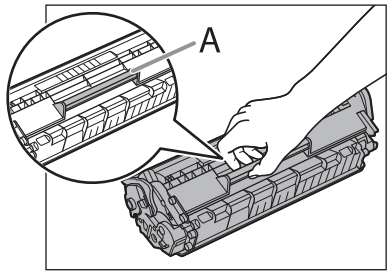
– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.



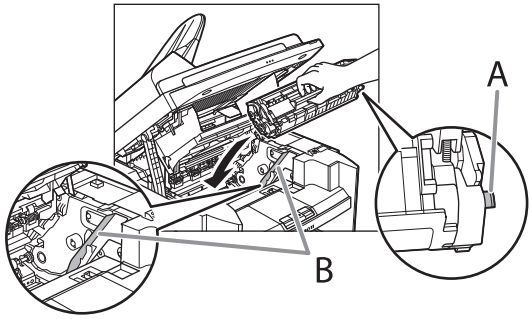
– If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

8 Hold the toner cartridge by its handle (A).

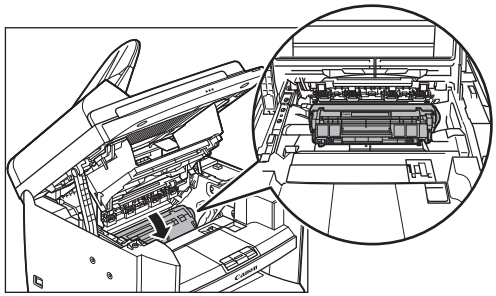
Hold the toner cartridge by its handle (A).



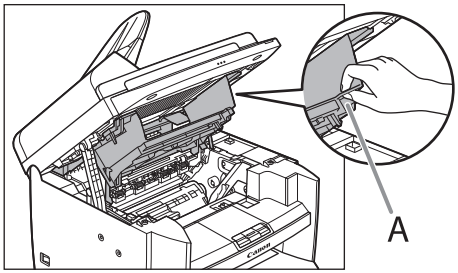
9 Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



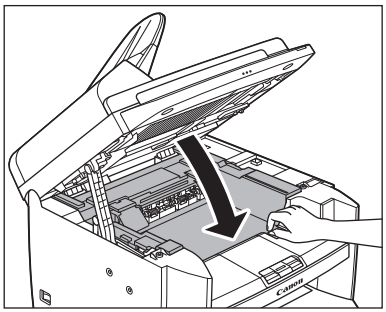
10 Push the toner cartridge to make sure it is properly set in the machine.



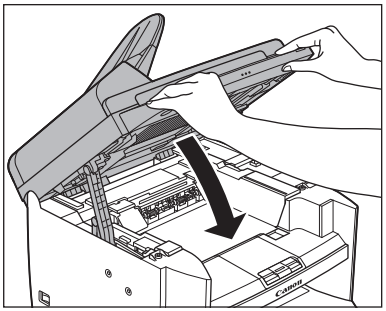
11 Hold the grip (A) on the right front side of the toner cover.



12 Close the toner cover.



13 Lower the scanning platform.



CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

14 Reconnect the power cord and turn on the main power switch.

Fuser Roller

If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank A4 paper into the multi-purpose tray and start cleaning.

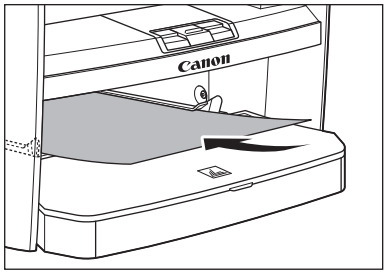
NOTE

– Cleaning the roller takes approximately 130 seconds.
– When some jobs are stored in memory, this function is not available.

1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <ADJUST./CLEANING>, then press [OK].**

3 **Load a sheet of blank A4 paper in the multi-purpose tray.**



4 **Press [◄−] or [+►] to select <FIX. UNIT CLEANING>, then press [OK].**

Cleaning starts.

NOTE

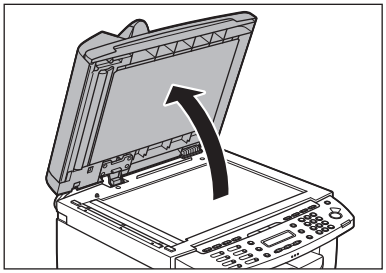
– Use standard paper as the cleaning paper.
– Throw away the cleaning paper after use.

Scanning area

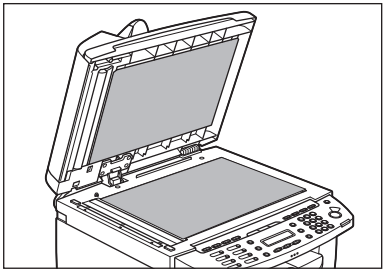
Keep the scanning area clean to avoid dirty copies or faxes to be sent.

● Platen glass

1 **Open the ADF.**



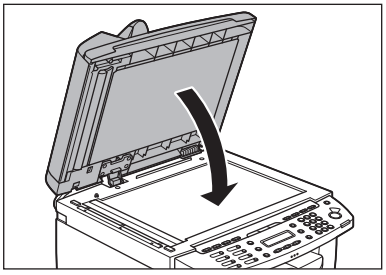
2 **Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**



NOTE

Do not dampen the cloth too much, as this may tear the document or damage the machine.

3 **Close the ADF.**



CAUTION

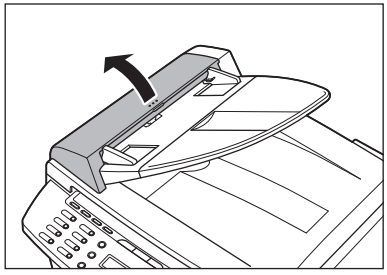
Be careful not to get your fingers caught.

● ADF

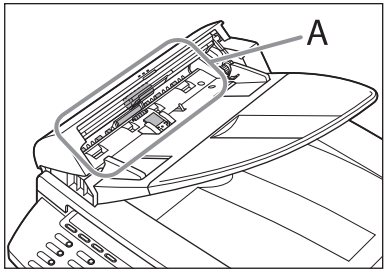
If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area and roller.

1 **Turn off the main power switch and disconnect the power cord.**

2 **Open the ADF cover.**



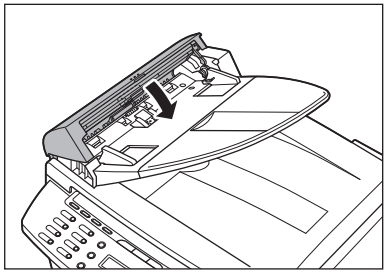
3 **Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**



NOTE

Do not dampen the cloth too much, as this may tear the document or damage the machine.

4 **Close the ADF cover.**



CAUTION

Be careful not to get your fingers caught.

5 **Reconnect the power cord and turn on the main power switch.**

Replacing the Toner Cartridge

When the toner is running low, the message <TONER LOW/PREPARE NEW TONER> appears on the LCD. We recommend that you prepare a new toner cartridge for future replacement with ease.
When the message <OUT OF TONER /CHANGE TONER> appears, redistribute toner in the toner cartridge. If the message persists, replace the toner cartridge with a new one.
When toner empty error occurs while receiving fax, printing fax is interrupted and the received data will be stored in the memory. If you set <CONT. PRINTING> in <PRINTER SETTINGS> in <FAX SETTINGS> to <ON>, you can keep printing fax documents or reports without replacing the toner cartridge. The default setting for <CONT. PRINTING> is <OFF>. (See "CONT. PRINTING," on p. 12-13.)

CAUTION

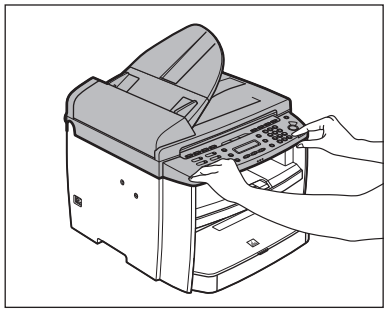
- When <CONT. PRINTING> is set to <ON>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again.
- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

NOTE

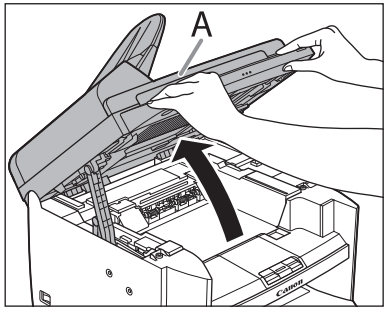
When the toner level is low by pressing [Toner Gauge], replace the toner cartridge.

Redistributing Toner

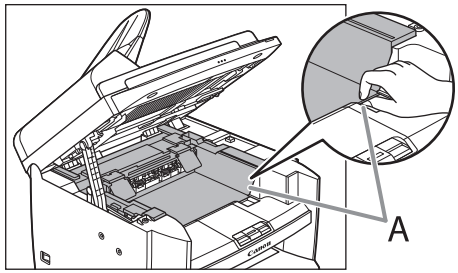
1 **Hold the front side of the operation panel with your hands.**



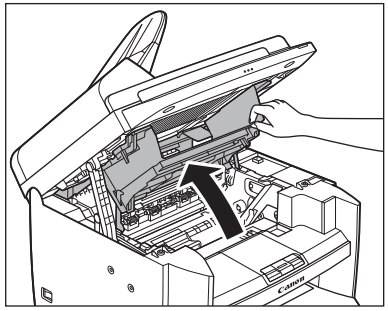
2 **Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")**



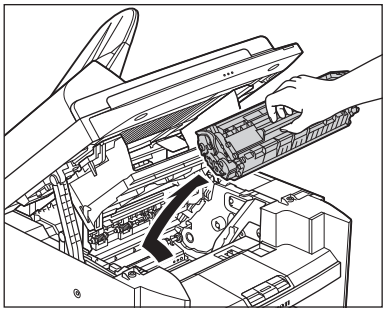
3 **Hold the grip (A) on the right front side of the toner cover.**



4 **Open the toner cover.**



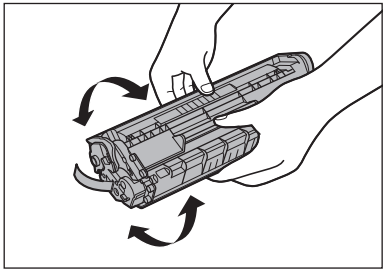
5 Remove the toner cartridge.



CAUTION

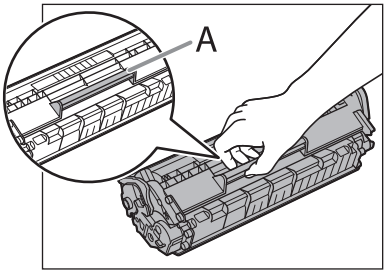
Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

6 Gently rock the toner cartridge several times to evenly distribute toner inside.



7 Hold the toner cartridge by its handle (A).

Hold the toner cartridge by its handle (A).



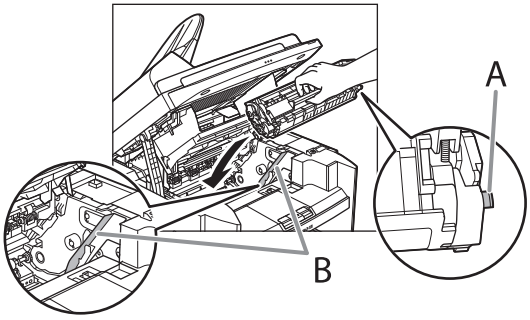
CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

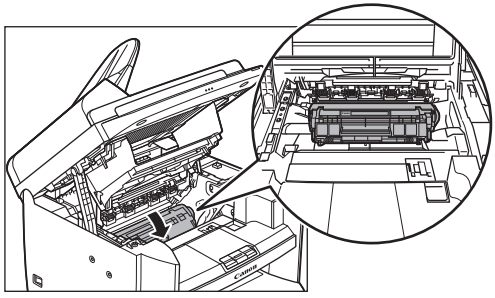
NOTE

Always hold the toner cartridge by its handle.

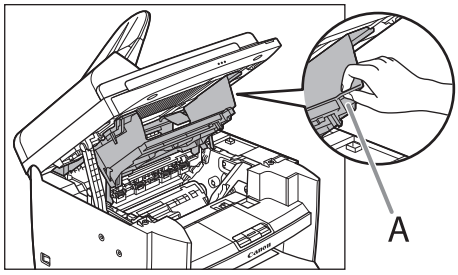
8 **Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.**



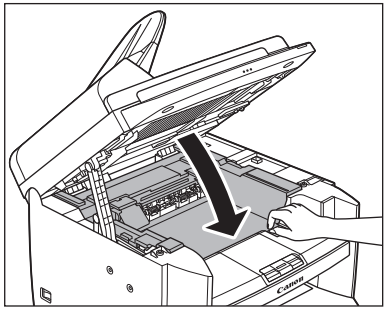
9 **Push the toner cartridge to make sure it is properly set in the machine.**



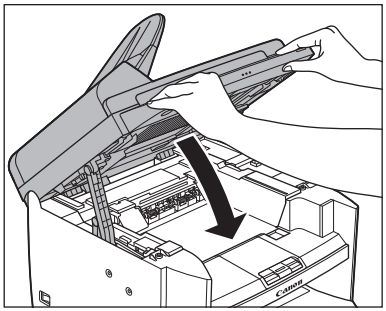
10 **Hold the grip (A) on the right front side of the toner cover.**



11 **Close the toner cover.**



12 **Lower the scanning platform.**

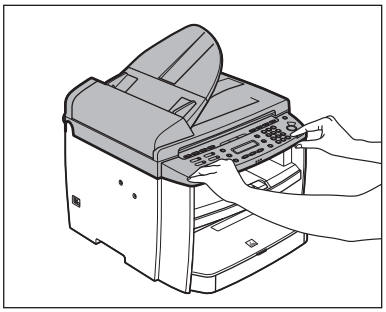


CAUTION

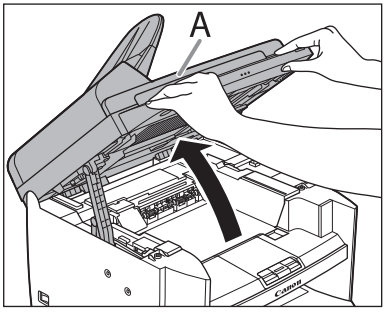
– Be careful not to get your fingers caught.
– If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

Replacing the Toner Cartridge with a New One

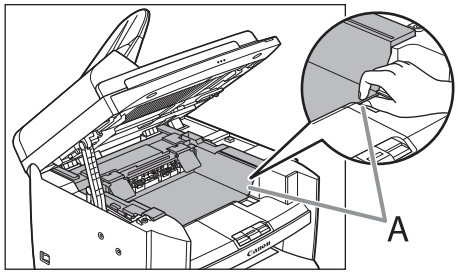
1 **Hold the front side of the operation panel with your hands.**



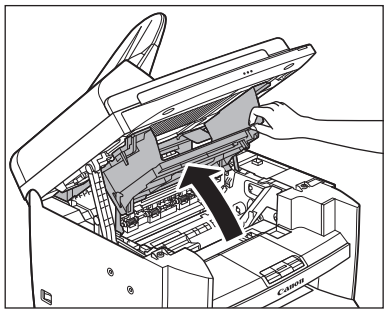
2 **Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")**



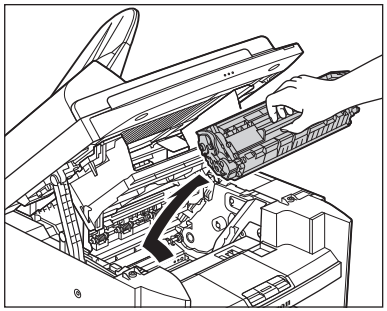
3 **Hold the grip (A) on the right front side of the toner cover.**



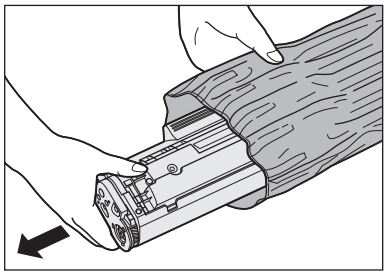
4 **Open the toner cover.**



5 **Remove the toner cartridge.**



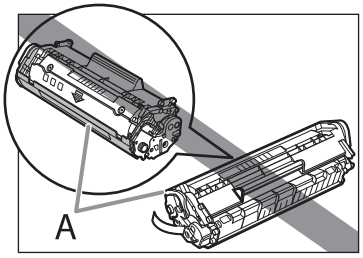
6 **Remove the new toner cartridge from the protective bag.**



NOTE

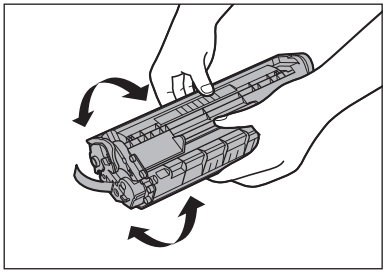
Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

CAUTION

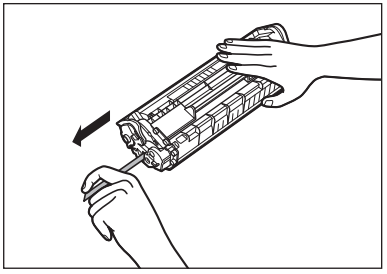


Do not open the drum protective shutter (A).

7 Gently rock the toner cartridge several times to evenly distribute toner inside.



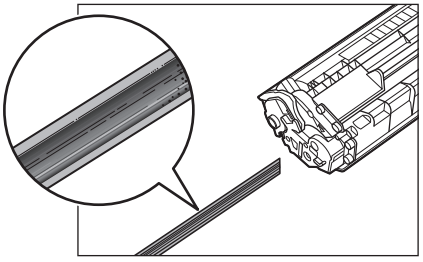
8 Place the toner cartridge on a flat surface and pull the seal completely out.



NOTE

Do not pull the seal out at an angle.

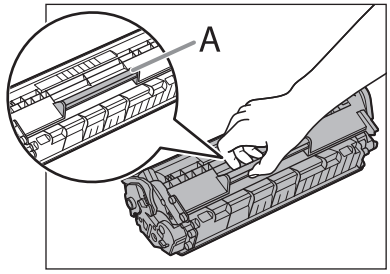
CAUTION



– If toner is adhered on the removed seal, be careful that your hands or clothes do not get dirty from touching the toner.
– If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.

9 Hold the toner cartridge by its handle (A).

Hold the toner cartridge by its handle (A).



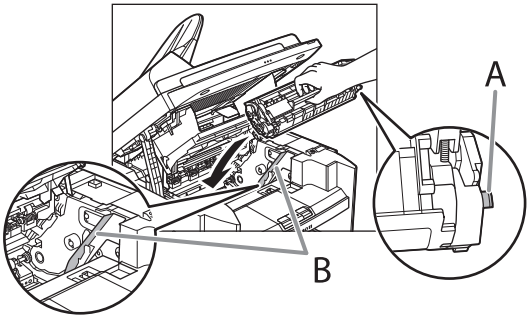
CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

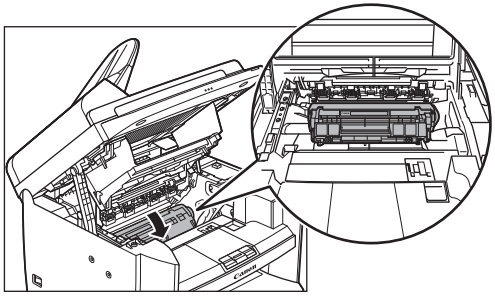
NOTE

Always hold the toner cartridge by its handle.

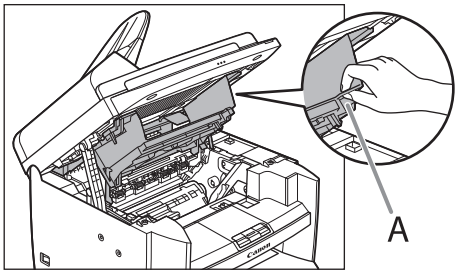
10 Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



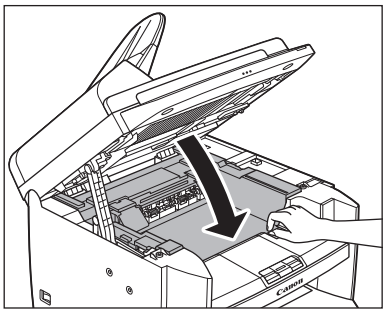
11 Push the toner cartridge to make sure it is properly set in the machine.



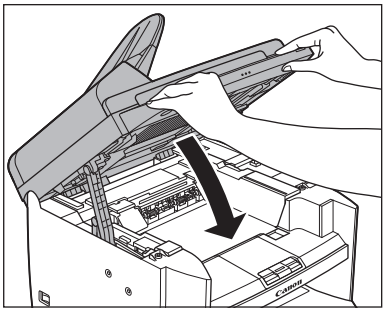
12 Hold the grip (A) on the right front side of the toner cover.



13 Close the toner cover.



14 Lower the scanning platform.



CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

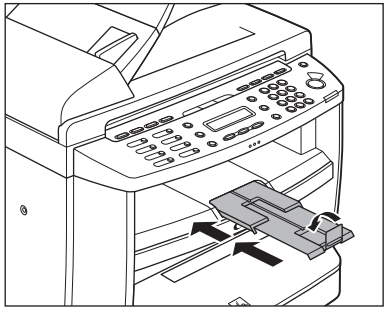
Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

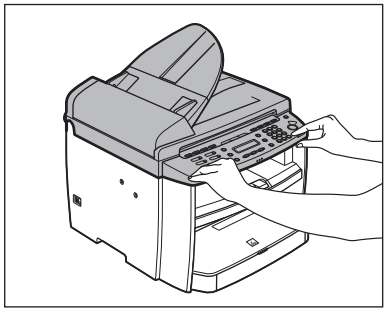
1 **Turn off the main power switch.**

2 **Disconnect the power cord and all the cables from the back of the machine.**

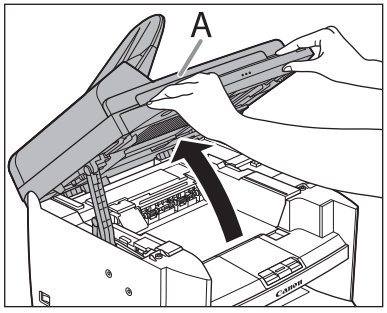
3 **If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.**



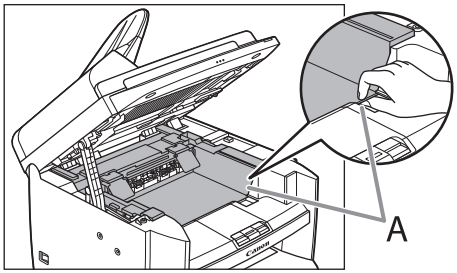
4 **Hold the front side of the operation panel with your hands.**



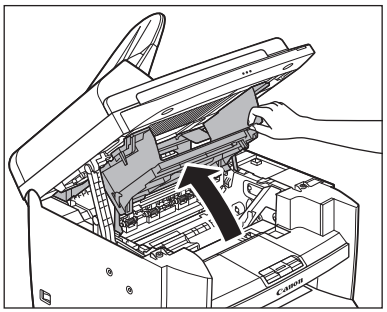
5 **Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")**



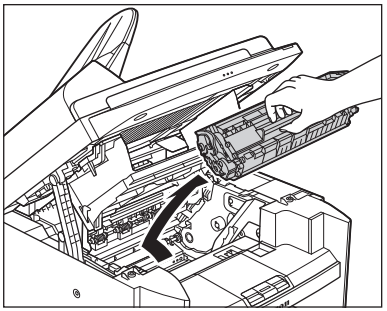
6 Hold the grip (A) on the right front side of the toner cover.



7 Open the toner cover.



8 Remove the toner cartridge.



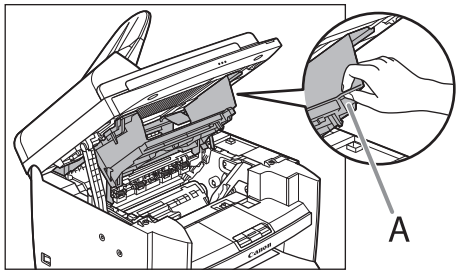
CAUTION

- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

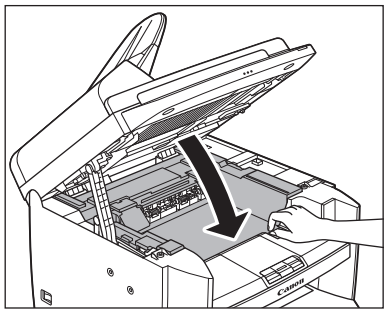
NOTE

Always hold the toner cartridge by its handle.

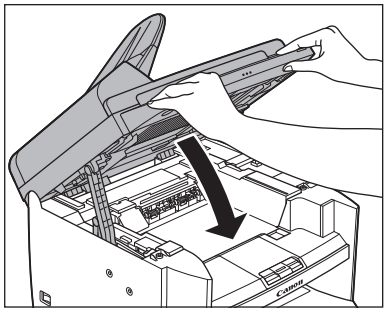
9 **Hold the grip (A) on the right front side of the toner cover.**



10 **Close the toner cover.**



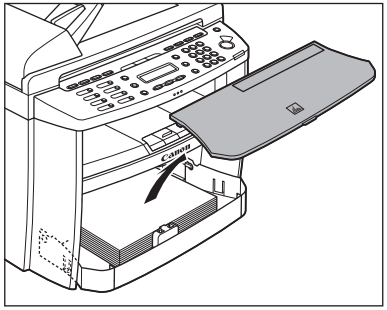
11 **Lower the scanning platform.**



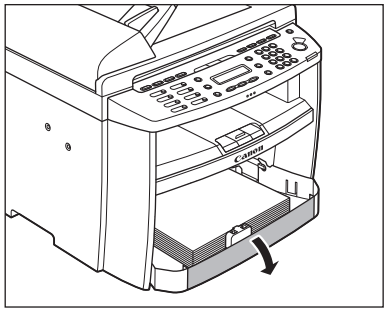
CAUTION

Be careful not to get your fingers caught.

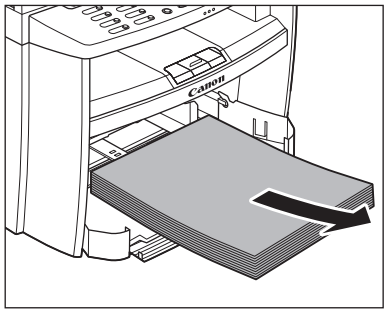
12 **Remove the dust cover from the paper cassette.**



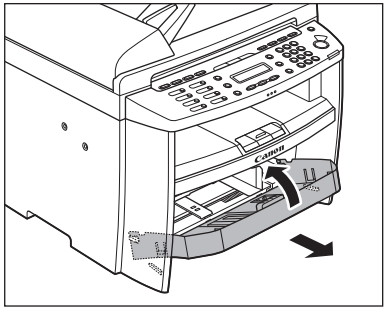
13 **Open the front panel of the paper cassette.**



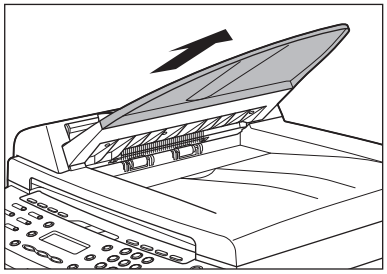
14 **Remove the paper from the paper cassette.**



15 **Remove the paper cassette by lifting up the front-end of the paper cassette and pulling it forward.**

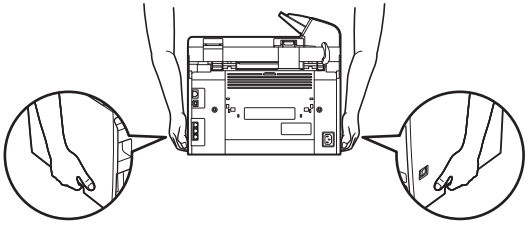


16 **Detach the Document feeder tray.**



17 Make sure all the covers are closed.

18 Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



CAUTION

– Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
– If you have a back problem, make sure to check the weight of this machine before carrying. (See "Specifications," on p. 13-2.)

11 Troubleshooting

Clearing Jams **11-2**
Document Jams 11-3
Paper Jams 11-4
LCD Messages **11-12**
Error Codes **11-19**
If <LOAD CORRECT PAPER> is displayed **11-21**
Re-loading the Paper 11-21
Changing the Paper Size Setting 11-22
If a Power Failure Occurs **11-24**
If You Cannot Solve a Problem **11-25**

Clearing Jams

This section describes how to remove jammed paper. When error messages appear on the LCD display, see "LCD Messages," on p. 11-12.
For other troubles, see Chapter 10, "Troubleshooting," in the Reference Guide, or Chapter 3, "Troubleshooting," in the Scanner Driver Guide.
When <CHECK DOCUMENT>, <PAPER JAM> or <PAPER JAM/OPEN REAR COVER> appears on the LCD display, remove jammed paper from the machine first, then from the paper cassette or multi-purpose tray if necessary. Check the following if you experience repeated paper jams:

- **Fan and tap the paper stack on a flat surface before loading it in the machine.**
- **Check that the paper you are using meets the requirements for use. (See "Paper Requirements," on p. 2-9.)**
- **Make sure you have removed any scraps of paper from the inside of the machine.**

CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

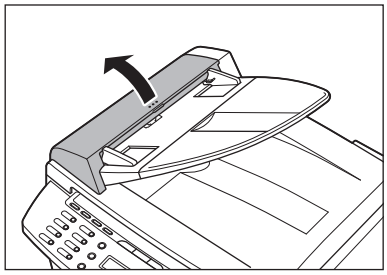
NOTE

Do not force a jammed document or paper out of the machine. Contact your local authorized Canon dealer or the Canon help line for assistance if needed.

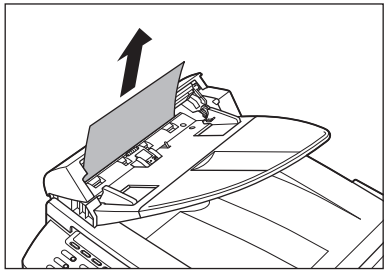
Document Jams

When <CHECK DOCUMENT> appears on the LCD display, remove a jammed document from the ADF.

1 **Open the ADF cover.**



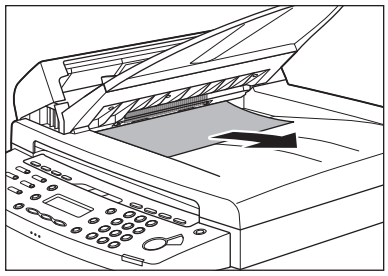
2 **Hold both sides of any jammed documents and gently pull them out straight upward.**



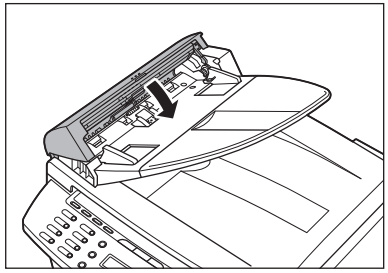
NOTE

Do not pull the document forcefully as it may tear.

3 **Hold both sides of any jammed documents and gently pull them out.**



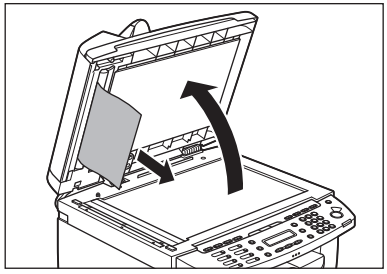
4 **Close the ADF cover.**



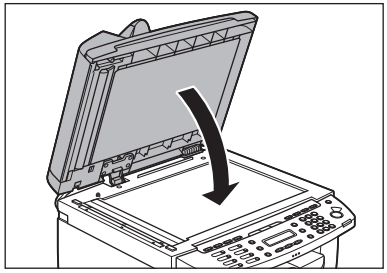
CAUTION

Be careful not to get your fingers caught.

5 **Open the ADF and then hold both sides of any jammed documents and gently pull them out.**



6 **Close the ADF.**



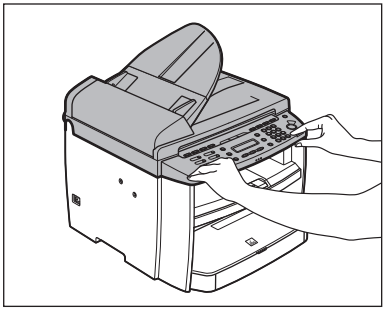
CAUTION

Be careful not to get your fingers caught.

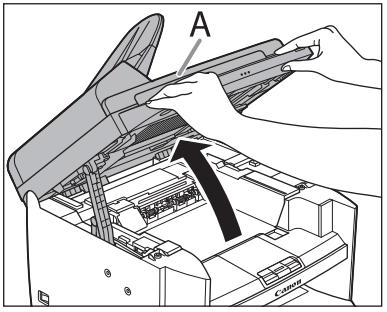
Paper Jams

When <PAPER JAM> or <PAPER JAM/LIFT PANEL TO OPEN> appears on the LCD display, remove jammed paper from the inside of the machine first, then from the paper cassette or multi-purpose tray if necessary.

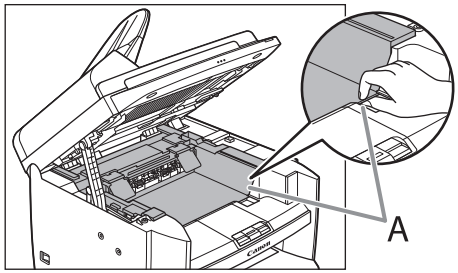
1 **Hold the front side of the operation panel with your hands.**



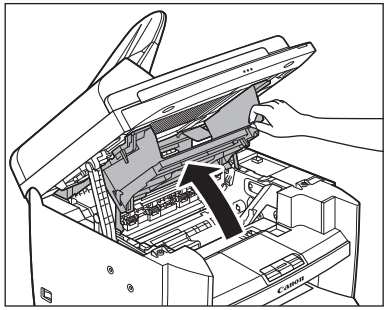
2 **Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")**



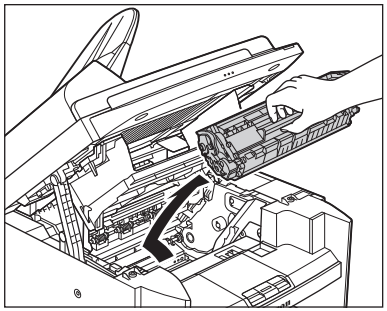
3 **Hold the grip (A) on the right front side of the toner cover.**



4 **Open the toner cover.**



5 **Remove the toner cartridge from the machine.**

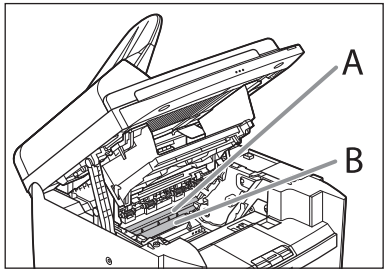


CAUTION

- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.
- Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside of the machine.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

NOTE

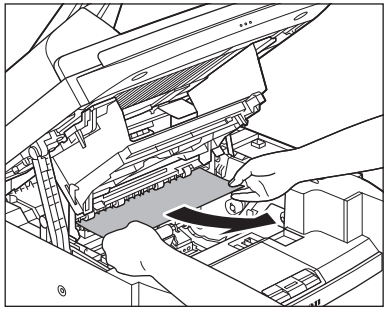
Always hold the toner cartridge by its handle.



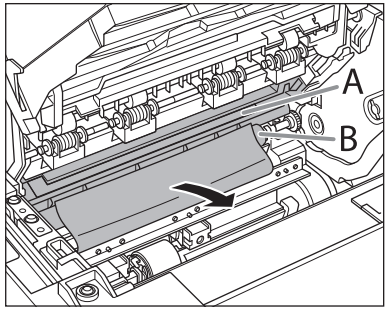
CAUTION

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

6 Hold both sides of the jammed paper and gently pull it out.



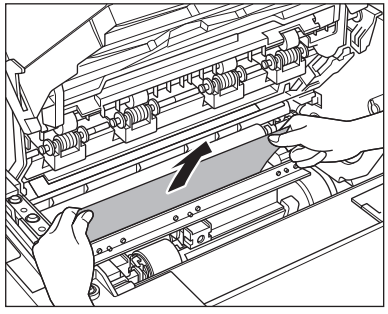
7 Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



CAUTION

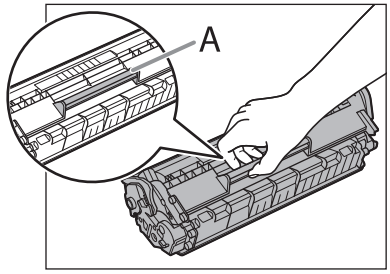
– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

8 Hold both sides of the jammed paper and carefully pull it out.



9 Hold the toner cartridge by its handle (A).

Hold the toner cartridge by its handle (A).



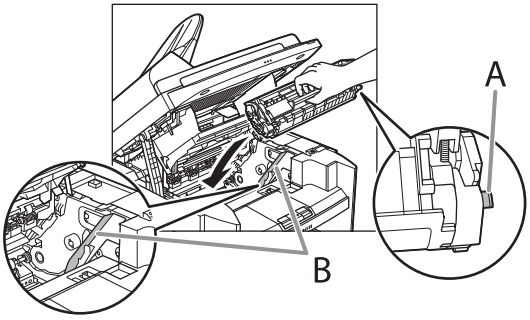
CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

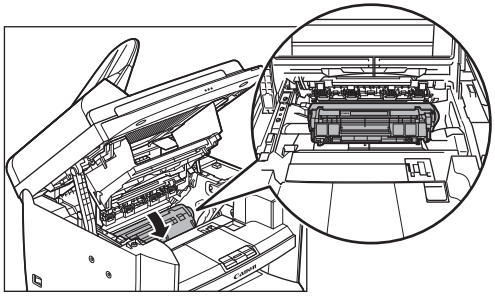
NOTE

Always hold the toner cartridge by its handle.

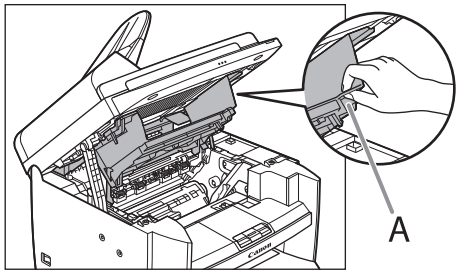
10 Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



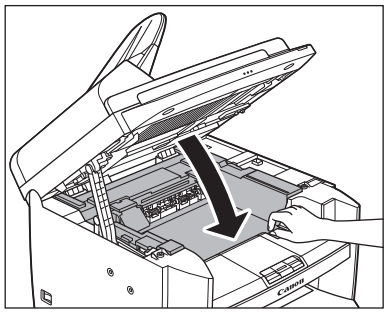
11 Push down the toner cartridge to make sure it is properly set in the machine.



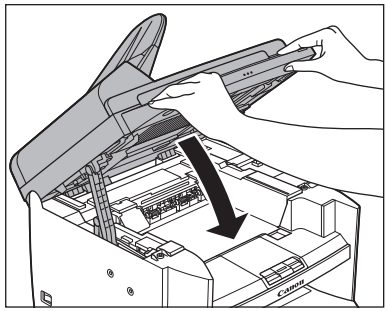
12 Hold the grip (A) on the right front side of the toner cover.



13 Close the toner cover.



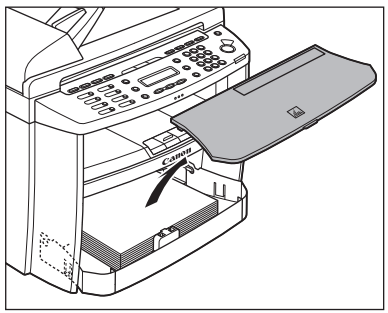
14 Lower the scanning platform.



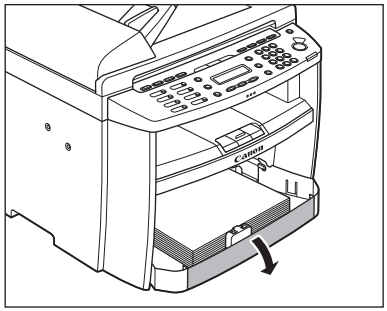
CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

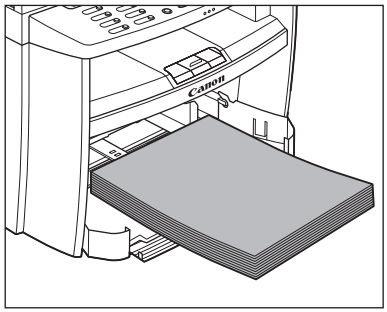
15 Remove the dust cover from the paper cassette.



16 Open the front panel of the paper cassette.

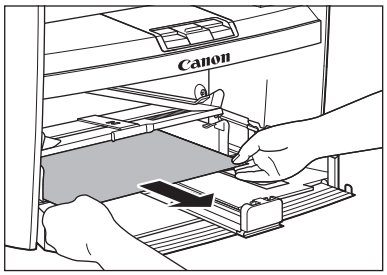


17 Remove the paper in the paper cassette.

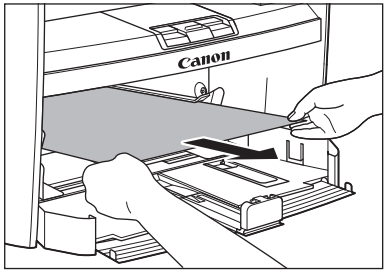


18 Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

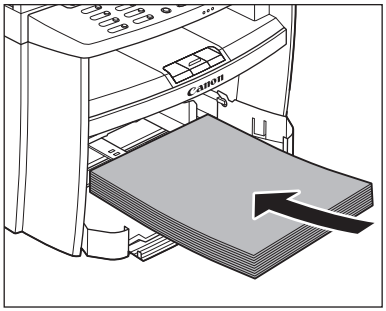
– When feeding paper from the paper cassette:



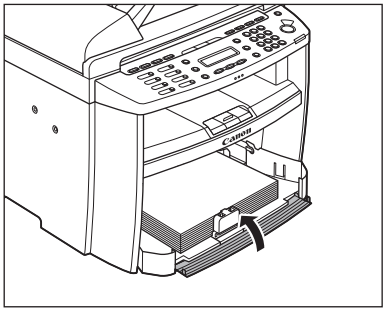
– When feeding paper from the multi-purpose tray:



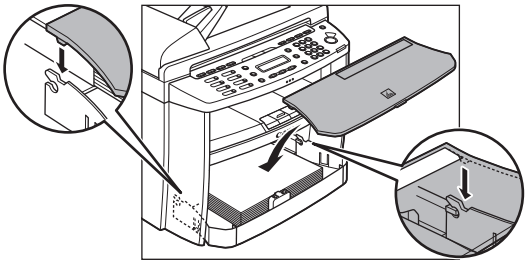
19 Load the paper into the paper cassette.



20 Close the front panel of the paper cassette.

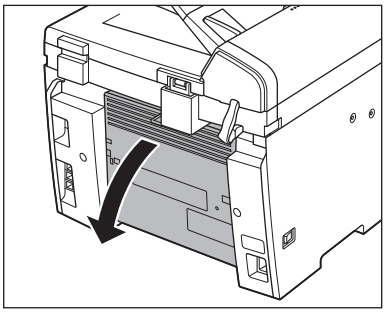


21 Set the dust cover on the paper cassette.



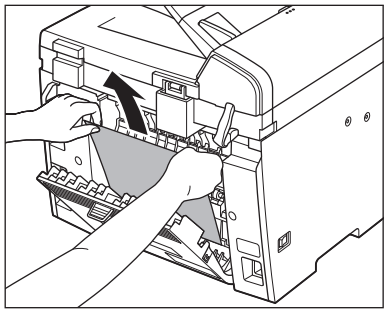
22 Open the rear cover.

This operation is required only when <OPEN REAR COVER> appears on the LCD display.

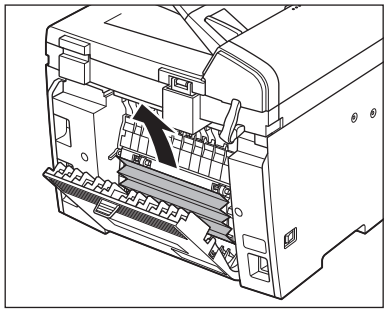


23 Hold both sides of the jammed paper and gently pull it out upward.

This operation is required only when <OPEN REAR COVER> appears on the LCD display.

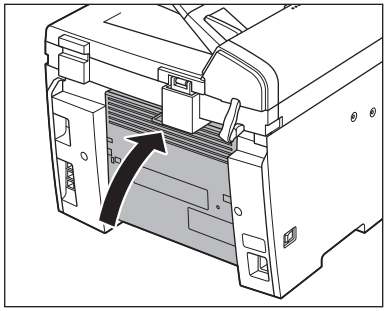


If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.



24 Close the rear cover.

This operation is required only when <OPEN REAR COVER> appears on the LCD display.



CAUTION

Be careful not to get your fingers caught.

NOTE

To reset the machine, open the toner cover and then close it.

LCD Messages

See the table below when the LCD displays error and status messages.

Message	Description	Action
AVAILABLE MEMORY nn%	This message shows the percentage of the memory currently available.	If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
CANNOT PRINT RX DATA	The machine temporarily received the fax in memory because an error of some kind has occurred in the machine. This error message appears with one of the messages below. – <CLOSE COVER/TONER COVER> – <LOAD CORRECT PAPER> – <REMOVE MP PAPER> – <CHANGE REG'D SIZE/ → PAPER SETTINGS> – <OUT OF TONER/CHANGE TONER> – <SET PAPER AGAIN/SET TONER AGAIN> – <PAPER JAM> – <PAPER JAM/OPEN REAR COVER> – <LOAD PAPER>	This error message appears with another message. When the error is resolved, the received data will be printed out. For how to solve the problem, see the action for the messages displayed with it.

Message	Description	Action
CHANGE REG'D SIZE →PAPER SETTINGS	The paper size is not appropriate for your print jobs.	– To print reports or received data, set the <CASSETTE> paper size to <A4>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, <LTR>, or <LGL>. For details, see "Setting Paper Size and Type," on p. 2-15. – To print received data on both sides of paper, set the <CASSETTE> paper size to <A4> or <LTR>. For details, see "Setting Paper Size and Type," on p. 2-15. – For two-sided copying, set the paper size to <A4> or <LTR>. For details, see "Setting Paper Size and Type," on p. 2-15.

Message	Description	Action
CHECK DOCUMENT	A document jam may have occurred in the ADF.	Remove the jammed document.
CLOSE COVER **TONER COVER**	The toner cover is not closed completely.	Check the toner cover, and make sure that it is completely closed.
HANG UP PHONE	The external telephone is off the hook.	Hang up the external telephone.
LIFT PANEL TO OPEN **OPEN TONER COVER**	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <SET PAPER AGAIN/SET TONER AGAIN>).
LOAD CORRECT PAPER	The size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.	Load the correct size paper or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. For more information, see "If <LOAD CORRECT PAPER> is displayed," on p. 11-21.

Message	Description	Action
LOAD PAPER	– No paper is loaded in the paper cassette or multi-purpose tray when copying or printing. – No paper is loaded in the paper cassette or multi-purpose tray when printing a received document. Or, when printing a report or list, this massage appears if the paper size is not appropriate for printing a report or list even if paper is loaded. This error message appears with one of the messages below. <CHANGE REG'D SIZE/ → PAPER SETTINGS> <CANNOT PRINT RX DATA>	– Load paper correctly. Then press [OK] when using the paper cassette. – Load paper correctly. Then press [OK] when using the paper cassette. For report or list, set the paper size to <A4>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, <LTR>, or <LGL>, and then load paper of the same size.
LOST IMAGE	The machine was turned off when any documents were stored in the machines memory. Please note that any data stored in the memory, including received fax documents, will be deleted if you turn off the main power switch of the machine.	The error is automatically released after two seconds, and the machine automatically prints out the lost report that shows the records still existing in the activity report.

Message	Description	Action
MEMORY FULL	– The machine is full of jobs.	– Print, send, or delete any documents stored in memory. – Divide the document stack or data into a few parts and try again one by one. – Send the document with low resolution.
	– The number of TX/RX jobs that can be stored in memory reached the maximum.	– The machine memory can store up to 256 fax jobs including sending and receiving jobs. (Based on the condition that the other party sends the fax by the imageCLASS MF4270 with ITU-T Standard Chart No.1, standard mode.) Wait for the machine to send any faxes in memory. Also print or delete any documents in memory.

Message	Description	Action
NOT AVAILABLE	– You pressed the one-touch speed dialing key that has already been registered, when you are registering group dialing. – You selected the group dialing that has already been registered, when you are registering a one-touch speed dialing key.	Register the one-touch speed dialing key that is not used.
NOT REGISTERED	No recipient is registered for the one-touch speed dialing key or coded speed dialing code you pressed.	Register the recipients before using the Address Book function.
OUT OF TONER **CHANGE TONER**	The toner ran out completely.	Replace the toner cartridge.
PAPER JAM	Paper jams have occurred in the machine. <LIFT PANEL TO OPEN/OPEN TONER COVER> appears alternately.	Clear the paper jam (See "Paper Jams," on p. 11-4.) and reload paper in the paper cassette or multipurpose tray. The cover must be opened and closed to resume the current job.
PAPER JAM **OPEN REAR COVER**	Paper jams have occurred in the machine. <LIFT PANEL TO OPEN/OPEN TONER COVER> appears alternately.	Clear the paper jam (See "Paper Jams," on p. 11-4.) and reload paper in the paper cassette or multipurpose tray. The cover must be opened and closed to resume the current job.

Message	Description	Action
PLEASE WAIT	This message appears when turning on the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.
REMOVE MP PAPER	Paper is loaded in the multipurpose tray.	Remove the paper from the multi-purpose tray. The machine will not print faxes, reports, or lists when paper is loaded in the multipurpose tray. They will be stored in memory.
SET PAPER AGAIN **SET TONER AGAIN**	Paper is not loaded properly, or the toner cartridge is not set.	Load paper properly. (For instructions on how to load paper in the paper cassette, see "Set Up the Machine" in the Starter Guide, and to load paper in the multi-purpose tray, see "Loading Paper," on p. 2-12.) Set the toner cartridge in the machine (see "Set Up the Machine" in the Starter Guide).
SYSTEM ERROR **EXXX**	A system error has occurred. <XXX> will be a three-digit code that indicates a particular type of error.	Turn off the main power switch, wait for more than 5 seconds, then turn it on again. If the message persists, turn off the main power switch, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line.
WRONG PASSWORD	The memory lock reception password or system password you entered is incorrect.	Enter the correct password. For details, Chapter 4, "Sending and Receiving," and Chapter 8, "System Manager Settings," in the Reference Guide.

Error Codes

An error code is a four-digit code shown on an ERROR TX REPORT or an ERROR RX REPORT when an error occurs.

31/12 2007 15:50 1 123XXXXXX CANON P.001

****
*** ERROR TX REPORT ***
****

JOB NO.	MODE	NO.	DESTINATION TEL/ID	START TIME	PAGE	RESULT
0001	TX G3	001	CANON USA 34733126	31/12 15:50	010	NG 02'21
			00A0 TX CANCEL			

Error Code

For details on reports, see Chapter 11, "Appendix," in the Reference Guide.

See the table below for individual error codes.

Error Code	Description	Action
00A0	Transmission was manually canceled on the machine.	Resend the document if necessary.
00A1	There is a document jam.	Clear the document jam.
00FF	All redialing attempts have failed.	Check if the recipient's number is correct or the telephone cable is properly connected, and try again.
0001	The sender may not be using a G3 fax machine.	Make sure the sender's machine is compatible with your machine.
0070	Reception was manually canceled on the machine.	Ask the sender to resend the document if necessary.
0071	The machine's memory is full.	Print, send, or delete any documents stored in memory.

Error Code	Description	Action
0080	The recipient's machine did not respond within 35 seconds.	Resend the document. Ask the other party to check their machine. If you are making an overseas call, add a pause to the number.
008D	The recipient's machine has run out of paper.	Ask the recipient to make sure that paper is loaded in their machine.

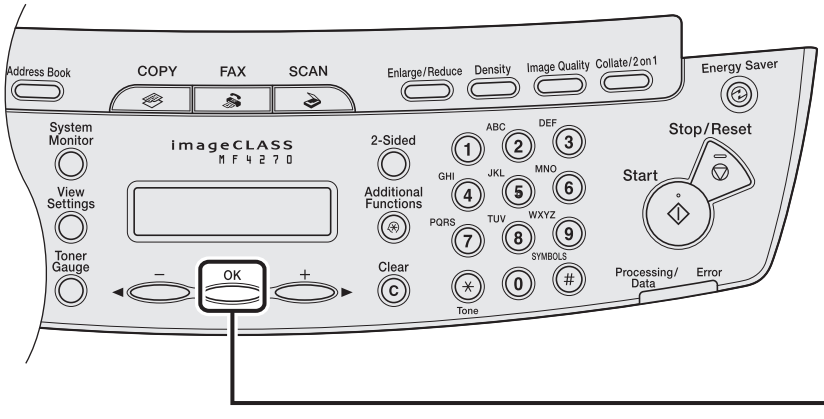
If <LOAD CORRECT PAPER> is displayed

When <LOAD CORRECT PAPER> appears on the LCD display, the size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. You need to load the correct size paper or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.

NOTE

For print jobs, you need to specify the paper size from your computer.

Re-loading the Paper



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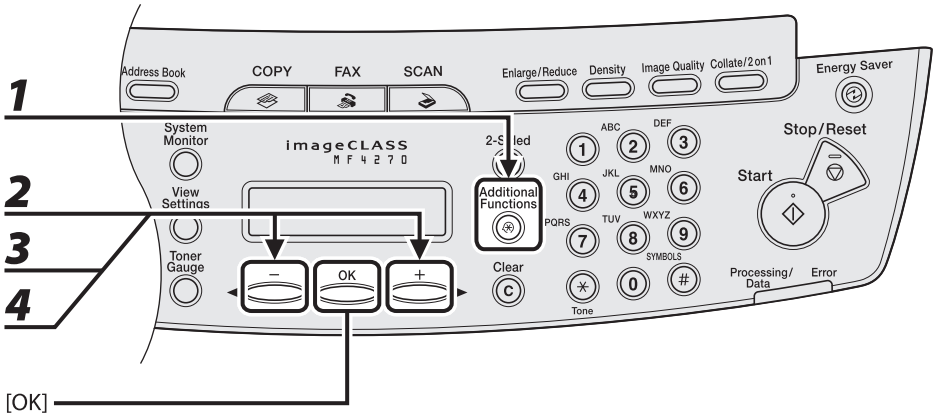
1 **Load the correct size paper as shown on the LCD display, then press [OK] to resume the job.**

The machine re-starts printing.

Changing the Paper Size Setting



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1 **Press [Additional Functions].**

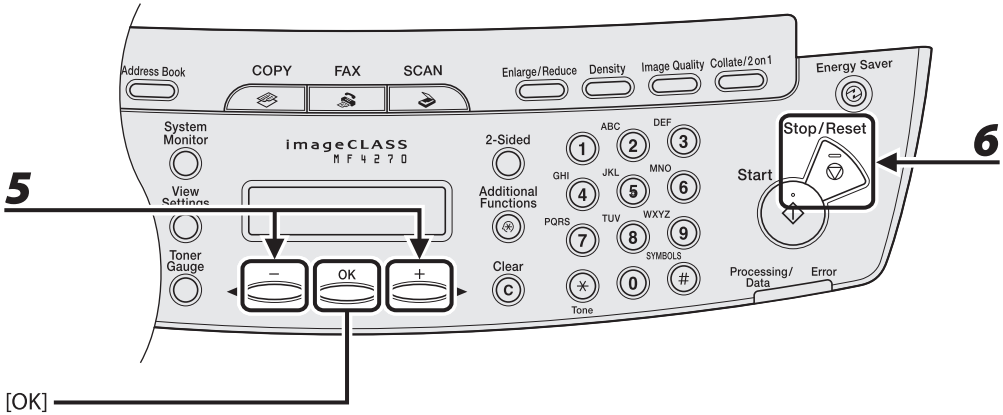
NOTE

If <LOAD CORRECT PAPER> appears during a copy job, you cannot access the paper size setting through [Additional Functions]. In this case, cancel the job first, then press [Additional Functions] and change the paper size setting. For instructions on how to cancel copy jobs, see "Canceling Copy Jobs," on p. 3-16.

2 **Press [◄−] or [+►] to select <PAPER SETTINGS>, then press [OK].**

3 **Press [◄−] or [+►] to select <CASSETTE> or <MP TRAY>, then press [OK].**

4 **Press [◄−] or [+►] to select <PAPER SIZE>, then press [OK].**



---

5 **Press [◄−] or [+►] to select the paper size same as paper loaded into the machine, then press [OK].**

6 **Press [Stop/Reset] to return to the standby mode.**

Now ready to copy your document.
For a fax job or report printing, go to step 7.

7 **Press [OK] to resume the job.**

No further operation is required.

If a Power Failure Occurs

If a power failure occurs, machine functions will be limited as follows:

– Depending on your telephone, you may not be able to make telephone calls.
– You can receive telephone calls from the optional handset or telephone connected to the machine.
– You cannot send, receive, or copy documents.

If power is suddenly lost due to a power failure or accidental unplugging, the machine may lose any data stored in the memory, including received fax documents. If this happens, the LCD displays <LOST IMAGE> when power is restored and automatically prints a Lost Report (unless the cartridge is empty or there is no paper in the machine) that lists the documents (received in the last 60 transactions) that were lost from memory as a result of the power cut.

If You Cannot Solve a Problem

If you cannot solve the problem after having referred to the information in this chapter, contact your local authorized Canon dealer or the Canon help line. Please have the following information ready when you contact Canon:

- Product name (imageCLASS MF4270)
- Serial number (On the label located at the back of the machine)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

CAUTION

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line. Do not attempt to disassemble or repair the machine yourself.

NOTE

Attempting to repair the machine yourself may void the limited warranty.

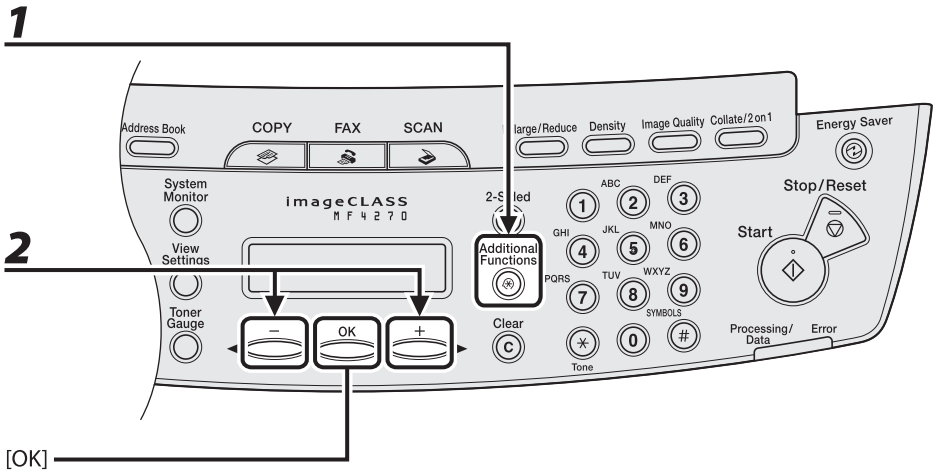
12 Machine Settings

Machine Settings **12-2**
Printing USER DATA LIST 12-2
Accessing the Setting Menu 12-4
Setting Menu **12-6**
PAPER SETTINGS 12-6
VOLUME CONTROL 12-7
BROADCAST 12-7
COMMON SETTINGS 12-8
COPY SETTINGS 12-9
FAX SETTINGS 12-10
ADDRESS BOOK SET. 12-14
PRINTER SETTINGS 12-15
TIMER SETTINGS 12-15
ADJUST./CLEANING 12-16
REPORT SETTINGS 12-17
SYSTEM SETTINGS 12-18

Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of current settings, print out USER DATA LIST.

Printing USER DATA LIST



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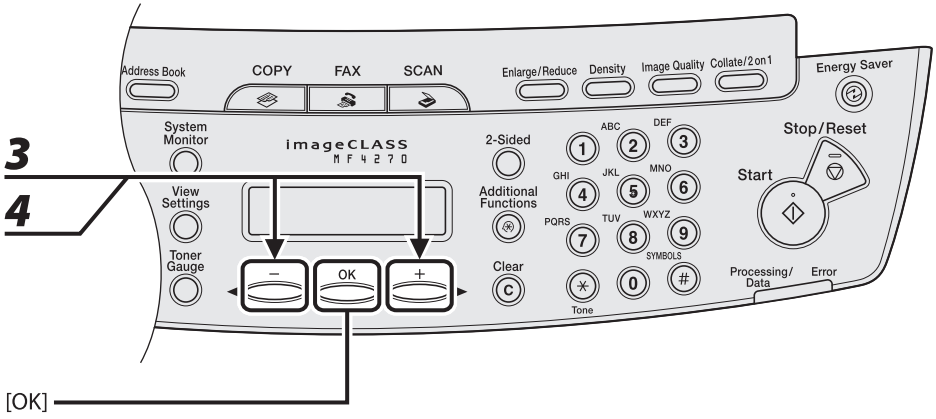
1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select <REPORT SETTINGS>, then press [OK].**

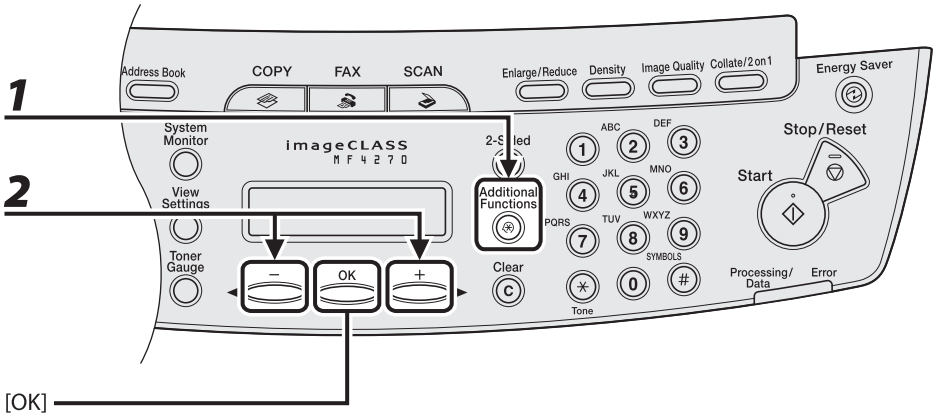


3 **Press [◄−] or [+►] to select <LIST PRINT>, then press [OK].**

4 **Press [◄−] or [+►] to select <USER DATA LIST>, then press [OK].**

Printing starts, and the screen automatically returns to the standby mode.

Accessing the Setting Menu

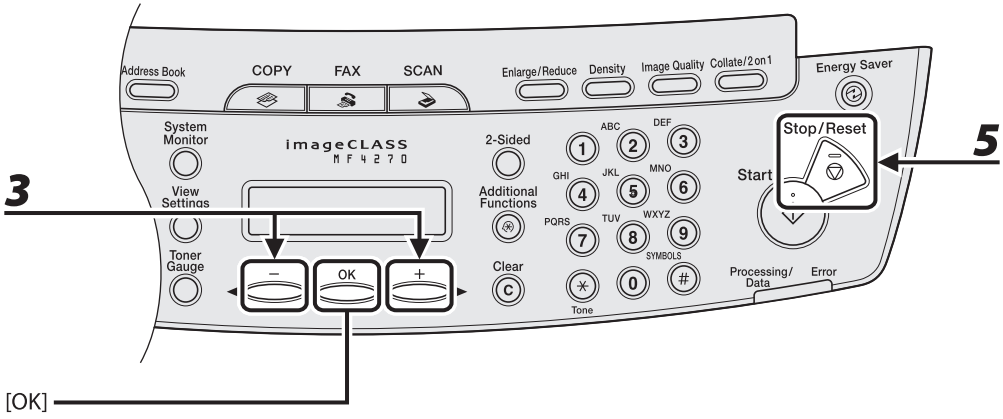


---

1 **Press [Additional Functions].**

2 **Press [◄−] or [+►] to select the menu you want to access, then press [OK].**

<PAPER SETTINGS>
<VOLUME CONTROL>
<BROADCAST>
<COMMON SETTINGS>
<COPY SETTINGS>
<FAX SETTINGS>
<ADDRESS BOOK SET.>
<PRINTER SETTINGS>
<TIMER SETTINGS>
<ADJUST./CLEANING>
<REPORT SETTINGS>
<SYSTEM SETTINGS>



3 Press [◄−] or [+►] to select a submenu, then press [OK].

NOTE

For details on the submenu, see "Setting Menu," on p. 12-6.

4 To register the settings or go to a submenu item, press [OK].

5 When finished, press [Stop/Reset] to return to standby mode.

NOTE

– If you press [Stop/Reset] before pressing [OK], the setting will not be registered.
– Press [Additional Functions] to return to the previous display.

Setting Menu

The default settings are indicated in bold text.

NOTE

Depending on the country of purchase, some default values may vary and some settings may not be available.

PAPER SETTINGS	
Setting Item	**Description**
1. CASSETTE	Sets the paper size and type on the paper cassette. (See "Setting Paper Size and Type," on p. 2-15.)
1. PAPER SIZE	Sets the paper size from the following options: **A4**, B5, A5, EXECUTIVE, COM10, MONARCH, DL, ISO-C5, OFICIO, BRAZIL-OFICIO, MEXICO-OFICIO, FOLIO, GOVERNMENT-LETTER, GOVERNMENT-LEGAL, FOOLSCAP, LTR, and LGL
2. PAPER TYPE	Sets the paper type from the following options: **PLAIN PAPER**, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, and TRANSPARENCY
2. MP TRAY	Sets the paper size and type on the multi-purpose tray. (See "Setting Paper Size and Type," on p. 2-15.)
1. PAPER SIZE	Sets the paper size from the following options: **A4**, B5, A5, EXECUTIVE, COM10, MONARCH, DL, ISO-C5, OFICIO, BRAZIL-OFICIO, MEXICO-OFICIO, FOLIO, GOVERNMENT-LETTER, GOVERNMENT-LEGAL, FOOLSCAP, LTR, and LGL
2. PAPER TYPE	Sets the paper type from the following options: **PLAIN PAPER**, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, and TRANSPARENCY

VOLUME CONTROL	
Setting Item	**Description**
1. MONITOR VOLUME	Sets the volume for monitor tone during the fax transmission. 0–3 (**2**)
2. CALLING TONE	Sets the volume of the ring produced when the machine detects a call. 0–3 (**2**)
3. ENTRY TONE	Beeps when pressing the keys on the operation panel. 0–3 (**2**)
4. ERROR TONE	Beeps when an error (e.g., TX error) occurs. 0–3 (**2**)

BROADCAST	
Setting Item	**Description**
1. BROADCAST	Registers recipients for broadcasting. A maximum of 123 recipients can be specified at the same time. (See Chapter 4, “Sending and Receiving,” in the Reference Guide.)

COMMON SETTINGS	
Setting Item	**Description**
1. INITIAL FUNCTION	Selects which standby display appears when turning on the power. – **COPY** – FAX – SCAN
2. TONER SAVER MODE	Sets whether to reduce toner consumption. – **OFF** – ON * This function is not effective for print jobs.
3. DISPLAY LANGUAGE	Selects the language on the display. (See "Specifications," on p. 13-2.) **ENGLISH**, GERMAN, FRENCH, SPANISH, ITALIAN, SWEDISH, NORWEGIAN, DUTCH, FINNISH, DANISH, PORTUGUESE, CZECH, SLOVENE, HUNGARIAN, RUSSIAN, TURKISH, POLISH

COPY SETTINGS	
Setting Item	**Description**
1. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying. – **TEXT/PHOTO** – TEXT – PHOTO – TEXT/PHOTO+
2. DENSITY	Sets the density for copying. – **MANUAL** (1–9 (**5**)) – AUTO
3. ZOOM RATIO	Sets the zoom ratio for copying.
PRESET RATIO	Selects the zoom from the preset ratios. (**100%**, 115% B5 → A4, 122% A5 → B5, 141% A5 → A4, 200% MAX., 50% MIN., 70% A4 → A5, 81% B5 → A5, 86% A4 → B5)
MANUAL	Enters the zoom ratio by 1% increments. ((50%–200% (**100%**))
4. AUTO COLLATE	Sets whether to collate the copies automatically. – **OFF** – ON
5. 2-SIDED	Sets whether to make the two-sided copies automatically. – **OFF** – ON: CALENDAR TYPE, BOOK TYPE
2. PAPER SIZE GROUP	Selects a paper size group for your machine. – **AB** – A – INCHES

FAX SETTINGS	
Setting Item	**Description**
1. RX MODE	Selects the receive mode. (See "Set the Machine for Receiving Faxes," in the Starter Guide.) – **FaxOnly** – AnsMode – NET SWITCH – FaxTel – MANUAL
2. USER SETTINGS	Specifies the basic operation settings in the fax mode.
1. UNIT TELEPHONE #	Registers your fax number (max. 20 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
2. UNIT NAME	Registers your name/company name (max. 32 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
3. TX TERMINAL ID	Sets the options for sender information.
ON	Sender information is printed in small type at the top of each page.
OFF	Sender information is not printed.
4. TEL LINE TYPE	Selects the telephone line type. (See "Before FAX Setting," in the Starter Guide.) – **TOUCH TONE** – ROTARY PULSE
5. STANDARD SETTINGS	Sets the default setting for faxing.
1. DENSITY	Sets the default density for faxing (1–9 (**5**)).
2. IMAGE QUALITY	Sets the default image quality for faxing. – **STANDARD** – FINE – PHOTO – SUPER FINE

FAX SETTINGS	
3. TX SETTINGS	Sets the transmission features.
1. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	Customizes the redial operation.
REDIAL TIMES	Sets the number of retries. (1TIMES–10TIMES (**2TIMES**))
REDIAL INTERVAL	Sets period of time before redialing. (2MIN.–99MIN. (**2MIN.**))
OFF	After the first attempt at dialing fails, redialing is not attempted.
2. DIALING LINE CHCK	Sets whether to check the telephone line condition. – **OFF** – ON
4. RX SETTINGS	Sets the reception features.
1. FAX/TEL OPT. SET	Sets the optional items in the <FaxTel> mode. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (4SEC–30SEC (**6SEC**))
F/T RING TIME	Sets the ring length for voice calls. (10SEC–45SEC (**22SEC**))
F/T SWITCH ACTION	Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether if disconnects the call. – **RECEIVE** – DISCONNECT

FAX SETTINGS	
2. INCOMING RING	Sets whether or not to activate the ring alert of the optional handset or external telephone if <RX MODE> is set to <FaxOnly>. Selecting <ON> allows you to learn the fax reception and answer voice calls if you pick up the optional handset or external telephone while it is ringing.
ON	The optional handset or external telephone rings.
RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES–16TIMES (**2TIMES**))
OFF	The optional handset or external telephone does not ring. (In the Sleep mode, the optional handset or external telephone may ring one or two times.)
3. REMOTE RX	Sets whether to use remote receiving. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial a code on remote extension to start receiving a document. A combination of two characters using 0 to 9. (default: **25**)
OFF	The machine disables remote receiving.
4. RX PRINT	Sets whether to store all received pages in memory before printing them out or print each page as it is received. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
MEMORY RX	Prints after all the pages of the document are received.
PRINT RX	Prints each page as it is received.

FAX SETTINGS	
5. RX TERMINAL ID	Sets whether to insert the machine's fax number and the sender information on received faxes. – **OFF** – ON
6. RX RESTRICTION	You can reject faxes from senders with no fax/telephone number in their sender information. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.
5 PRINTER SETTINGS	Sets the printer functions.
1. RX REDUCTION	Sets whether to reduce or truncate the image when a faxed page is larger than the size of paper loaded. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	Reduces the image to fit on the size of paper loaded.
OFF	Retains the original size of the image.
CUT	The image that is larger than 1-page record area is cut and not recorded.
2. 2-SIDED PRINT	Sets the type of two-sided printing for faxing. (See Chapter 4, "Sending and Receiving," in the Reference Guide.) – **OFF** – ON
3. CONT. PRINTING	Sets whether to continue printing when toner has run out. This function is only for printing fax documents and reports. (See Chapter 4, "Sending and Receiving," in the Reference Guide.) – **OFF** – ON

ADDRESS BOOK SET.	
Setting Item	**Description**
1. 1-TOUCH SPD DIAL	Registers recipients on one-touch speed dialing keys. Up to 7 recipients can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-7.)
NAME	Registers the recipient's name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient's fax/telephone number (max. 50 digits, including spaces).
2. CODED DIAL	Registers recipients for coded speed dialing codes. Up to 100 recipients can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-7.)
NAME	Registers the recipient's name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient's fax/telephone number (max. 50 digits, including spaces).
3. GROUP DIAL	Registers recipients in group dialing. Up to 7 groups can be registered. (See "Storing/Editing Recipients for Group Dialing," on p. 4-13.)
NAME	Registers the group name (max. 20 characters, including spaces).
NO.0##=	Registers the recipient's fax/telephone numbers stored under the one-touch speed dialing keys or coded speed dialing codes. Up to 50 recipients can be registered in a group.

PRINTER SETTINGS	
Setting Item	**Description**
1. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	Sets the error time out period. (5SEC–300SEC (**15SEC**))
OFF	The error time out is off.

TIMER SETTINGS	
Setting Item	**Description**
1. DATE&TIME SETTING	Sets the current date and time. (See "Set Up the Machine," in the Starter Guide.)
2. DATE TYPE SELECT	Sets the date format. – **DD/MM YYYY** – YYYY MM/DD – MM/DD/YYYY
3. AUTO SLEEP	Sets the auto Sleep mode when the machine remains idle for a certain period of time. (3MIN.–30MIN. (**5MIN.**)) (See "Setting the Sleep Mode," on p. 1-17.) – **ON** – OFF
4. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting the Daylight Saving Time," on p. 1-19.)
ON	Activates the daylight saving time mode.
1. BEGIN DATE/TIME	Sets the start date. – 1. MONTH (**OCTOBER**) – 2. WEEK (**LAST WEEK**) – 3. DAY (**SUNDAY**)
2. END DATE/TIME	Sets the end date. – 1. MONTH (**MARCH**) – 2. WEEK (**LAST WEEK**) – 3. DAY (**SUNDAY**)
OFF	Deactivates the daylight saving time mode.

ADJUST./CLEANING	
Setting Item	**Description**
1. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 10-7.)
2. SPECIAL MODE T	Sets whether to prevent blur from appearing on the printouts for copying, receiving info, and reports. When this setting is set to <ON>, the density of printouts may become light. – **OFF** – ON
3. SPECIAL MODE U	Select to improve print quality in high temperature and high humidity conditions or in low temperature and low humidity conditions.
OFF	Select in normal condition.
MODE1	Select to improve print quality in low temperature and low humidity conditions, or when using thick paper or an envelope.
MODE2	Select to improve print quality in high temperature and high humidity conditions.
4. SPECIAL MODE V	Sets whether to prevent small size paper (B5, A5, EXECUTIVE, etc) from being curled. – **OFF** – ON
5. SPECIAL MODE Y	Sets to enhance the fixing characteristics of toner under the conditions of a low temperature environment. When this setting is set to <ON>, first copy time and the time to resume from the Sleep mode may take longer. – **OFF** – ON

REPORT SETTINGS	
Setting Item	**Description**
1. SETTINGS	Sets the report functions. (See Chapter 11, "Appendix," in the Reference Guide.)
1. TX REPORT	Sets whether the transmission report prints out.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
OUTPUT NO	No report is printed.
OUTPUT YES	Prints a report every time you send a document.
2. RX REPORT	Sets whether the reception report prints out. – **OUTPUT NO** – OUTPUT YES – PRINT ERROR ONLY
3. ACTIVITY REPORT	Sets whether an activity report is printed automatically every 60 transactions. – **OUTPUT YES** – OUTPUT NO
2. LIST PRINT	Prints reports/lists.
1. TX REPORT	Prints the fax transmission report manually.
2. RX REPORT	Prints the fax reception report manually.
3. ACTIVITY REPORT	Prints the fax transaction report manually.
4. MEMORY DATA LIST	Prints the list of the reserved jobs in memory.
5. MEMORY IMAGE PRNT	Prints the information and image of the first page of the reserved job.
6. 1-TOUCH LIST	Prints the list of fax/telephone numbers and names registered for one-touch speed dialing.
7. CODED DIAL LIST	Prints the list of fax/telephone numbers and names registered for coded speed dialing.
8. GROUP DIAL LIST	Prints the list of groups registered for group dialing.
9. USER DATA LIST	Prints the setting list registered in the menu. (See "Printing USER DATA LIST," on p. 12-2.)

SYSTEM SETTINGS	
Setting Item	**Description**
1. SYS. MANAGER INFO	Sets the system manager information to protect the contents of <SYSTEM SETTINGS>. Once the system password is set, they must be entered every time you access the <SYSTEM SETTINGS> menu.
1. SYSTEM PASSWORD	Sets the system manager password (seven digits).
2. NETWORK SETTINGS	Sets the network setting. (See Chapter 6, "Network," in the Reference Guide.)
1. TCP/IP SETTINGS	Sets TCP/IP network.
1. IP ADDRESS AUTO.	Sets whether to automatically set an IP address.
ON	Enables an IP address to the machine automatically. – 1. DHCP (**ON**/OFF) – 2. BOOTP (**OFF**/ON) – 3. RARP (**OFF**/ON)
OFF	Allocates an IP address to the machine manually.
2. IP ADDRESS	Registers a fixed IP address to the machine. (See Chapter 6, "Network," in the Reference Guide.) (**000.000.000.000**)
3. SUBNET MASK	Registers a fixed subnet mask to the machine. (**000.000.000.000**)
4. GATEWAY ADDRESS	Registers a fixed gateway address to the machine. (**000.000.000.000**)
5. LPD PRINT	Sets whether to use LPD as the print application. – **ON** – OFF
6. RAW PRINT	Sets whether to use RAW as the print application.
ON	Enables to use RAW.
OFF	Disables to use RAW.

SYSTEM SETTINGS	
7. USE HTTP	Sets whether to activate HTTP (Hyper Text Transfer Protocol) for the Remote UI. – **ON** – OFF
8. PORT NO. SET.	Sets the port number settings.
1. LPD	0~65535 (default: **515**)
2. RAW	0~65535 (default: **9100**)
3. HTTP	0~65535 (default: **80**)
4. SNMP	0~65535 (default: **161**)
2. SNMP SETTINGS	Sets detailed information about SNMP.
1. USE SNMP	Sets whether to activate SNMP. – **ON** – OFF
2. COMMUNITY NAME 1	Sets SNMP community name 1 (default: **public**).
3. COMMUNITY NAME 2	Sets SNMP community name 2.
4. SNMP WRITABLE 1	Enables computers on the network to access the machine and modify its settings. – **ON** – OFF
5. SNMP WRITABLE 2	Enables computers on the network to access the machine and modify its settings. – **OFF** – ON

SYSTEM SETTINGS	
3. ETHERNET DRIVER	Specifies the type of network connection.
1. AUTO DETECT	Selects the detection method of Ethernet driver.
AUTO	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.
MANUAL	Sets the communication mode and Ethernet type manually.
1. COMMUNICATN MODE	Selects the communication mode. – **FULL DUPLEX** – HALF DUPLEX
2. ETHERNET TYPE	Selects the Ethernet type. – **100 BASE-TX** – 10 BASE-T
2. MAC ADDRESS	Displays the twelve-digit MAC address of your machine.
4. VIEW IP ADDRESS	Checks the current network settings.
1. IP ADDRESS	Checks the IP address.
2. SUBNET MASK	Checks the subnet mask.
3. GATEWAY ADDRESS	Checks the gateway address.
5. STARTUP TIME SET.	Sets the time period required to delay the startup of network communications for the machine (0SEC–300SEC (**60SEC**)).

SYSTEM SETTINGS	
3. COMMUNICATIONS	Specifies the fax settings.
1. MEMORY LOCK	Sets whether to receive and store all documents in memory and not to print automatically. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
OFF	Disables memory lock reception.
ON	Enables memory lock reception.
1. PASSWORD	Registers the password that protects the authority for accessing to memory.
2. MEMORY RX TIME	Sets whether to set a period for memory lock reception.
OFF	Disables setting a period of memory lock reception.
ON	Enables setting a period of memory lock reception. – MEM RX START TIME – MEM. RX END TIME
2. R-KEY SETTING	Registers the [R] key to access an outside line easily. (See Chapter 4, "Sending and Receiving ," in the Reference Guide.) – **PSTN** – PBX (PREFIX)
4. ACCESS TO DEST.	Sets restriction of the access to destinations.
1. RESTRICT REDIAL	Sets whether to disable the redial function of the [Redial/Pause] key. – **OFF** – ON
2. CONFIRM FAX NO.	Sets whether to confirm the entered fax numbers each time you send a fax. – **OFF** – ON
5. UPDATE FIRMWARE	This function is used only when the machine firmware needs to be updated.

13 Appendix

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Specifications

General	
● **Type**	Personal Desktop
● **Power Source**	220-240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
● **Power Consumption**	Max: Less than 770 W
● **Warm-up Time**	Less than 10.0 sec.* (temperature: 20°C, humidity: 65%; from when the main power switch is turned on until standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
● **Weight**	Approx. 13.2 kg (including toner cartridge)
● **Dimensions**	473 mm (W) x 442 mm (D) x 470 mm (H) (with the document feeder tray, the paper cassette, and the optional handset attached)
● **Installation Space**	673 mm (W) x 830 mm (D) (with the optional handset attached)

General	
● **Environmental Conditions**	Temperature: 7.5°C–35°C Humidity: 5%–90% RH
● **Display Languages**	ENGLISH / GERMAN / FRENCH / SPANISH / ITALIAN / SWEDISH / NORWEGIAN / DUTCH / FINNISH / DANISH / PORTUGUESE / CZECH / SLOVENE / HUNGARIAN / RUSSIAN / TURKISH / POLISH
● **Acceptable Documents**	» p. 2-2.
● **Acceptable Paper Stock**	» p. 2-9.
● **Printable Area**	» p. 2-11.
● **Scanning Area**	» p. 2-4.

Copier	
● **Scanning Resolution**	TEXT/PHOTO mode: 300 dpi x 300 dpi TEXT mode, PHOTO mode, TEXT/PHOTO+ mode: 600 dpi x 600 dpi
● **Printing Resolution**	600 dpi x 600 dpi
● **Magnification**	1:1 ± 1.0%, 1:2.00, 1:1.41, 1:1.22, 1:1.15, 1:0.86, 1:0.81, 1:0.70, 1:0.50 Zoom 0.50–2.00, 1% increments
● **First Copy Time**	Platen glass: less than 9.0 sec. (A4)
● **Copy Speed**	Direct: A4 20 cpm
● **No. of Copies**	Max. 99 copies

Printer	
● **Printing Method**	Indirect electrostatic method (On-demand fixing)
● **Paper Handling**	– Paper cassette: 250 sheets (Height: max. 25 mm) – Multi-purpose tray: 1 sheet
● **Paper Delivery**	100 sheets (64 to 80 g/m^2)
● **Print Speed**	See "Copy Speed," on p. 13-3.
● **Printing Resolution**	600 dpi x 600 dpi
● **Number of Tones**	256
● **Toner Cartridge**	» p. 1-11.

Facsimile	
● **Applicable Line**	Public Switched Telephone Network (PSTN)*1
● **Compatibility**	G3
● **Data Compression Schemes**	MH, MR, MMR
● **Modem Speed**	33.6 Kbps Automatic fallback
● **Transmission Speed**	Approx. 3 seconds/page*2 at 33.6 Kbps, ECM-MMR, transmitting from the memory
● **Transmission/Reception Memory**	Maximum approx. 256 pages*2 (total pages of transmission/reception)

Facsimile	
● **Fax Resolution**	STANDARD: 8 pels/mm x 3.85 lines/mm FINE: 8 pels/mm x 7.7 lines/mm PHOTO: 8 pels/mm x 7.7 lines/mm SUPER FINE: 8 pels/mm x 15.4 lines/mm
● **Dialing**	– Speed dialing One-touch speed dialing (7 recipients) Coded dialing (100 recipients) Group dialing (7 x 50 recipients) Address Book dialing (with Address Book key) – Regular dialing (with numeric keys) – Automatic redialing – Manual redialing (with Recall/Pause key) – Sequential broadcast (123 recipients) – Automatic reception – Remote reception by telephone (Default ID: 25) – ACTIVITY REPORT (after every 60 transactions) – TX (Transmission)/RX (Reception) REPORT – TTI (Transmit Terminal Identification)

Telephone	
● **Connection**	– Optional handset – External telephone/external telephone with built in answering machine/data modem

*1 The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.

*2 Based on ITU-T Standard Chart No. 1, MMR standard mode.

NOTE

Specifications are subject to change without notice.

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